

2022 Meeting Room Rental Agreement (HOME 2)

Contact Information: Please Print CLEARLY:

Group/Company: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

City, State Zip: _____

Date of Event: _____

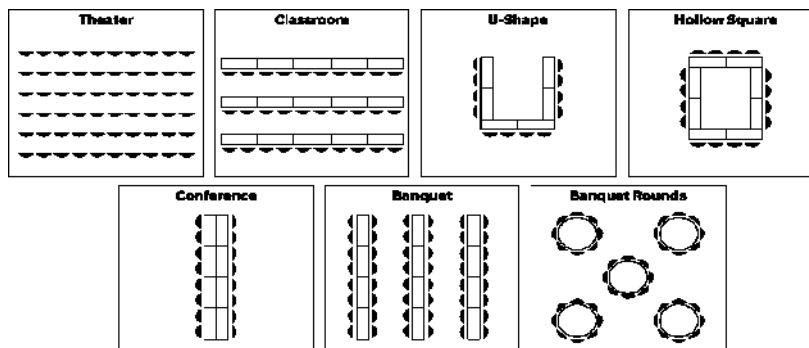
Name of Event: _____

Number of Guests: _____

Time In: _____ Time Out: _____

Guest Rooms: (Yes) or (No)
* submit a rooming list with names and dates of stay.

Please mark below your set-up needed.



Need Linen??
Ask me about our linen tablecloth packages!

Additional Options

- _____ Complimentary (Audio/ Visual/ Podium)
- _____ \$20.00 (FP) (Flip Chart/ Markers)
- _____ \$2.50 each (WA/SO) (Aquafina &/or Pepsi)
- _____ \$29.95 (BF) (Coffee, Decaf, Asst. Tea Bags)
- _____ \$2.50 each (JU) (Apple &/or Orange)
- _____ \$8.00 (each) **and up** (ML) Linen Tablecloths (any color)

Cancellation Policy

- Cancel within **30 days** prior to your event date your deposit will be **REFUNDED IN FULL.**
- Cancel prior to event date you will be charged **50% (deposit) plus fees.**

HOME 2 Mtg. Space Details

Max. Capacity: 25

4 Hours: _____ \$250.00

Full Day: _____ \$350.00
(8 hours)

Price above DOES NOT include Sales Tax or Service Charge which is 18% of total bill.

HOME 2 Office Only

RM: _____ \$ _____
(AA: MTG1)

Other: _____ \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

Service Charge:
18% SC: \$ _____

Tax: **T2:** \$ _____

Total: _____
(Before Deposit)

Dep: \$ _____

Total: _____
(Remaining Balance)

FN#: _____

Client Signature _____ **Print Name** _____

Hotel Representative Signature _____ **Date** _____

FUNCTION SPACE _____ Initials

The HOME 2 BY HILTON has reserved function space as shown on the Meeting Room Contract. Any changes to the room assignments/set-up as outlined in the Contract must be agreed to, in writing, by both the Group/Company_____and the Hotel. The HOME 2 BY HILTON has no designated registration space available. With prior arrangements, the Lobby area may be available.

DECORATIONS _____ Initials

No staples, tacks, pins, or nails may be used to affix decorations. Adhesive tape or putty is permitted. Any damage to walls when removing adhesive tape or putty will be billed to Group/Company_____. Renter is responsible for installing and removing all decorations during the designated time. Helium balloons are OK provided they are not let loose. Please tie them securely to something stationary.

The use of flames or candles in the meeting room is prohibited.

No object, poster, or writing, etc. will be placed on the walls.

Copies of all advertisement materials shall be provided by the requesting organization. No signs may be posted inside or outside the premises without permission from the hotel.

MEETING ROOMS TIME _____ Initials

The accommodation capacity of each room is listed on the attached floor plan layout sheet. The fee is based on a set use time, **(30-minute set-up time allowed upon availability)** and the number of tables, chairs and other items as specified on the CONTRACT.

If the event exceeds the terms of the rental contract, the Group/Company_____will be charged the next rental rate tier and staff hourly overage charges.

ROOM SET UP AND EQUIPMENT _____ Initials

There shall be no charge to the Group for the standard set-up of meeting rooms as directed by the Contract. The Hotel shall provide, at no charge, certain equipment standard for the types of meetings and events scheduled, including the following: Table top podium, registration tables and chairs, pads and pens, bulletin or message boards, and the house sound system.

The Hotel has media equipment available for use. **NO OUTSIDE EQUIPMENT ALLOWED.**

PARKING _____ Initials

Use of the Hotel parking lot is included in the facility rental. The Hotel shall not be responsible for damages or loss of any articles (including vehicles), prior to, during, or following the event.

PERSONAL PROPERTY _____ Initials

The Hotel will not assume responsibility or liability for personal property and equipment brought onto or left on the property.

SMOKING & ALCOHOL _____ Initials

The Hotel is a non-smoking facility. All guests are expected to follow this policy.

FOOD AND BEVERAGES _____ Initials

Food is permitted. All food and beverage must be coordinated through the hotel. We will need to be notified of the vendors name and phone number that will be supplying your event.