

# Meeting Room Contract

## ROOM SETUP — SEATING CAPACITY

	CLASSROOM	U-SHAPE	CONFERENCE	BANQUET	ROUNDS	THEATER
WHOLE	60	40	42	80	80	80
HALF	24	15	34	40	40	40

## AUDIO/VISUALS & EQUIPMENT AVAILABLE

SCREEN       LCD PROJECTOR (\$35.00)       PODIUM  
 POWER STRIP       FLIP CHART(\$15.00)       EASEL(\$15.00)  
 EXTENSION CORD       INTERNET CONNECTION  
 TABLE LINENS(\$5.00 PER TABLE)       CHAIR LINENS(\$2.00 EACH CHAIR)

## DAILY ROOM RATES

	FULL DAY (4+ HOURS)	HALF DAY (4 HOURS)
WHOLE ROOM (1250 SQ.FT)	\$200.00	\$150.00
HALF (625 SQ. FT)	\$125.00	\$75.00

\*Catering available upon advance notice request. Confirmation must be one week prior to rental.

Assorted donuts	\$18/Dozen
water, milk juice station	\$24.00 per station
Deluxe Coffee station	\$20.00 per station
Assorted mini muffins	\$12.00 per dozen
Pop	\$7.50 per pitcher

# Meeting Room Contract

## **REQUIREMENTS TO HOLD ROOM**

Meeting room reservations are confirmed upon the receipt of the signed Contract Agreement (see page 4), the total room and equipment rental charges as well as applicable taxes.

## **CANCELLATION POLICY**

Carlton Lodge must receive notice of cancellation at least 24 hours in advance. Failure to do so will result in a \$150 charge to the rental party. Please note that this charge only represents the fee applicable for the use of the meeting room, and does not include catering services provided by Victory Lane Food & Spirits or an outside vendor.

A final statement of changes, less payments received, will be sent to the rental party within seven days of use.

Final payment shall be due no later than 30 days from the statement date.

## **POLICIES FOR USE OF FACILITIES**

- Groups and individuals who use the meeting room are guests of the Carlton Lodge. Rental parties agree to comply with the applicable rules, policies and procedures of the facility as determined by the Carlton Lodge and all local, state and federal laws.
- Groups are confined to only the rooms that are approved for their use (excluding Victory Lane Food & Spirits as it is open to the public).
- The Carlton Lodge is a smoke-free facility. A \$250 fine will be applied to the bill if there is any evidence of smoking inside the building from the groups or individuals under the meeting room Agreement.
- Authorization for the meeting room is limited to the use of the furniture and equipment that is specified in the meeting room Agreement.
- An authorized representative of the rental party must remain on the premises through the period for which the meeting room is reserved.
- Rental parties will be given 30 minutes to setup and teardown the room, unless authorization is given for additional time, based on availability.
- Outside food and beverage (non-alcoholic) is permitted with an additional \$50 added to the agreed rate.
- The Carlton Lodge will not assume responsibility or liability for personal property and equipment brought onto or left on the property.
- Both parties shall obtain and maintain in amounts sufficient to provide coverage for any liabilities that may reasonably arise out of or result from the respective obligation under this Agreement. Both parties shall provide the other of evidence of insurance upon request.
- Each party agrees to indemnify, defend and hold the other party and that party's officers, directors, employees and agents harmless from any loss, liability, damages, fines or costs (including personal attorney fees) arising from actual or threatened claims or causes of action from the negligent or intentional act or omission of that respective party and/or its officers, directors, employees and agents.