**Function Name**:

**Function / Meeting Date**:

# Meeting & Banquet Space Agreement Part 2

RATE AND SPACE GUARANTEE initials_____

- In order to guarantee rate and availability of the requested meeting space, a signed copy of the BridgePointe Hotel & Marina **Meeting Room Agreement** must be signed and returned by the date indicated on the Meeting Room Agreement document. In the event this document is not signed and received by the date indicated, the BridgePointe Hotel reserves the right to release the space for resale.

PAYMENT POLICIES initials _____

- To confirm the arrangements made on the Meeting Room Agreement document, we require a non-refundable deposit of 50% with a signed copy of this letter and the appropriate initials where indicated. The deposit may also be applied to a credit card.

- To pay with a company check, a company credit card is necessary for backup. The appropriate documents will be provided by the Sales Coordinator. Please complete, sign and return the authorization form for approval. The company credit card will only be charged if the company check provided is returned to us due to insufficient funds.

- **All charges must be paid 60 days in advance of your function date.**

CANCELLATION POLICY initials _____

- If for any reason the function you have confirmed with us should cancel, we require written notice of your intent to cancel within 60 days of your scheduled function date. Functions canceling without this notification will be subject to a cancellation charge **equivalent to 50% of the overall rate charged or 100% of the deposit** held to retain the space for that date.

DISCLAIMER initials_____

- The performance of this agreement is subject to acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, or other emergencies making it illegal or impossible to provide the facilities of the BridgePointe Hotel & Marina.

ACCEPTANCE initials_____

- All arrangements outlines above have been reserved for you on a tentative basis. If you and/or your associates would like to reserve these dates on a definite basis, please sign and return both the Meeting Room Agreement form and the Meeting & Banquet Space Agreement Part 2 by,
- After this date the above and attached agreements are subject to availability.

ASSISTANCE initials_____

- If anyone is attending your function and is need of special assistance or auxiliary aids, to comply with the Americans with Disabilities Act (ADA) standards, you are obligated to provide these aids and/or special assistance.

- Therefore, your company / organization agrees to identify and hold BridgePointe Hotel & Marina and any of it's employees harmless to the full extent permitted by applicable law, as to any and all disputes, actions or claims including all costs and attorney's fees, asserted against BridgePointe Hotel & Marina and it's employees, under the ADA, or any other state or local disability law, arising in any respect from your organization's use of the BridgePointe Hotel & Marina's facilities for your function.

ACCESS initials_____

- All working building personnel, the General Manager, Operations and Sales Manager, and all Event staff shall have access to all areas of the building at any time. The BridgePointe Hotel will determine who shall and shall not be permitted in all service areas.

ABANDONED EQUIPMENT / LOST OR MISPLACED ARTICLES initials_____

- Any article or equipment remaining at the BridgePointe Hotel past the expiration of the license period may be considered abandoned and may be disposed of by the Hotel as the General Manager deems necessary at group's expense.
- The BridgePointe Hotel shall assume no responsibility for losses suffered by the group, its agents, servants, employees or guest.

EXCESIVE & ADDITIONAL CLEAN UP FEE initials_____

- Up To $250.00 Berne Banquet Room
- Up To $150.00 Trent & Neuse Meeting & Banquet Rooms

DECORATING AND SIGNS initials_____

- Do not attach anything, by any means, to walls or doors with tape of any kind.
- The use of nails, tacks, brands, screws or other driven fasteners is prohibited.
- Notify Sales Coordinator of any banners needing to be suspended.
- The use of GLITTER OR SAND in any banquet room is absolutely prohibited.

ELECTRICAL SERVICE initials_____

- All equipment must comply with all federal, state and local safety codes.
- Client is expected to provide their own extension cords. (UL approved Utility Cord)

FREIGHT / MAIL DELEVERIES initials_____

- Deliveries received on-site should be addressed to the appropriate event / by Event Name.
- Freight deliveries for an event may not arrive more than 2 days prior to the event.
- Freight arriving sooner than 2 days prior to the event will be refused.
- Freight to be shipped must be picked up within 24 hours after the event.

HOURS OF OPERATION & BANQUET SPACE RENTAL CHARGES initials_____

- The normal maximum contractual hours of banquet occupancy for events is 10 hours scheduled between 6:00 a.m. – 11:59 p.m. and may occur only in the space rented by the function. Arrangements regarding activities beyond these hours or in areas not rented will be subject to overtime and additionally occupied banquet space charges.

MOVE IN / MOVE OUT POLICIES & REHEARSALS initials_____

- Loading and unloading is permitted only through either side door at rear of the building into the banquet hall. No deliveries and or move in / move materials and packages are allowed through front of hotel entrance.

- All move-in / move-out and rehearsals that occur on a date other than the scheduled event date will be charged half of the room rental fee. If move-in / move-out and rehearsals occur within the 10 hour rental period, no additional costs will be required. The reduction in price is due to maintaining “minimum comfort and staffing levels.” If your move-in / move-out requires temperatures or staffing beyond minimum levels, 100% of the rental rate will apply.

PARKING initials_____

- All parking is under the exclusive control of the BridgePointe Hotel & Marina and the following rules apply:

- No parking in fire lanes, service road or in front of the hotel entrance and areas designated for the Marina. Unauthorized vehicles will be removed at owner's expense.

SAFETY initials_____

- The BridgePointe Hotel & Marina's goal is to provide a safe enjoyable atmosphere for every event and our guests. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to made immediately.

SECURITY initials_____

- The BridgePointe Hotel & Marina will arrange for security personnel as required by the BridgePointe Hotel and charge to the lessee at the prevailing rate.
- Any person whose conduct is objectionable, disorderly or disruptive to the Bridge Pointe's use or is in violation of any law shall be refused entrance or shall be immediately ejected from the premises.
- Lessee assumes full responsibility for the acts and conduct of its exhibitors, agents, employee, licensees, invitees and attendees of the event.

SMOKING initials_____

- Smoking is NOT PERMITTED in any of the BridgePointe Hotel & Marina's banquet, facilities.
- Outside areas have been designated as smoking areas.

## Additional Rental Information & Requirements: initials_____

The BridgePointe Hotel & Marina will provide your function with a choice of set-up configurations including tables and chairs at no additional cost. If we don not have sufficient tables and/or chairs to accommodate your set up expectations, you may provide any and all additional tables and chairs as needed at your expense. Please refer to the deliveries policy above.

TABLE LINENS AND PLASTIC TABLE CLOTHS initials_____

- *The function is also responsible to provide table linens and/or plastic table cloths for the total quantity of tables provided for the function set up.*

LOCAL RENTAL AGREEMENT initials_____

- The BridgePointe Hotel & Marina Sales Department can develop local rental agreements and arrange for the pick-up and delivery of any and all rented items including: tables, chairs, linen, plastic table cloths, accessories, concessions, promotions, meeting and conference equipment and a large array of wedding and reception necessities. All items rented for your function by the BPHM will be billed at cost plus 15% and is payable in full 15 days prior to the scheduled function. Please see your Sales Representative for more information.

RENTAL TERMS AND CONDITIONS initials_____

- Rental rates are for one 24 hour period. A deposit of 50% of the total rental charge is required to confirm the rental reservation and the balance is due 15 days prior to the function date.

We appreciate your interest in the BridgePointe Hotel & Marina and we look forward to having the privilege and pleasure of hosting your event. Please do not hesitate to call if I can be of further assistance to you.

Gary Curry
Assistant General Manager

BridgePointe Hotel & Marina

_____
Client Confirmation Signature Date

_____
Hotel Representative Date