

2024 Meeting Room Rental Agreement (**HOME 2**)

Contact Information: Please Print CLEARLY:

Group/Company: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

City, State Zip: _____

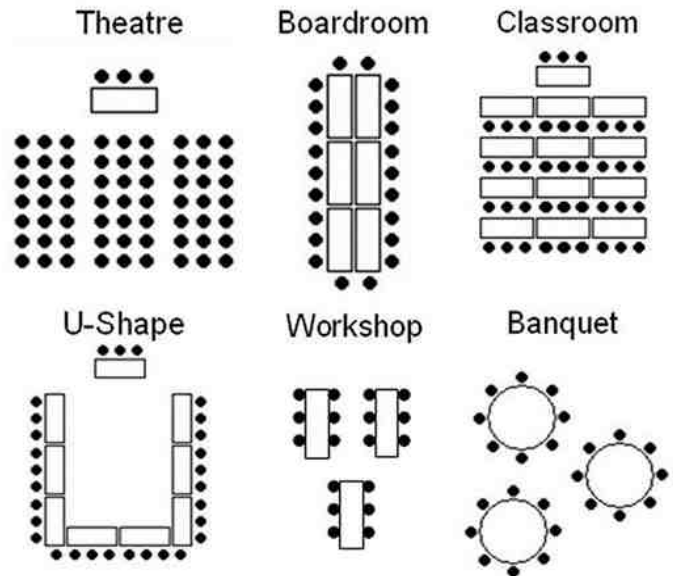
Date of Event: _____

Name of Event: _____

Number of Guests: _____

Time In: _____ Time Out: _____

Please mark below your set-up needed.



Need Linen??

Ask me about our linen
tablecloth packages!

Additional Options

- _____ Complimentary A/V Rental
(HDMI Cord, Extension Cord)
- _____ \$20.00 (Flip Chart/ Markers)
- _____ \$2.00 each can (Coke Products)
(based upon consumption)
- _____ \$29.95 Coffee Service
(Coffee, Decaf, Asst. Tea Bags)
- _____ \$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 **no refund will be issued**.

HOME 2 Mtg. Space Details

Max. Capacity: 18

SET UP - **PENDING**

4 Hours: _____ \$250.00

Full Day: _____ \$350.00
(8 hours)

**Price above DOES NOT
include Sales Tax or
Service Charge which is
21% of total bill.**

DEPOSIT: \$100.00 required

HOME 2 Office Only

RM: _____ \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

Service Charge:
21% SC: \$ _____

Tax: **T2:** \$ _____

Total: _____
(Before Deposit)

Dep: \$ _____

Total: _____
(Remaining Balance)

FN#: _____

Client Signature: _____

Date: _____

Hotel Representative Signature: _____ Date: _____

MEETING SPACE RENTAL POLICY

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. PLEASE SEE RENTAL FEES

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.