

Meeting Room Rental Agreement

(Prices in effect from January 2025-December 2025)

Mandatory Fees:

Booking Fee: \$50.00 \$ _____
Fee is payable upon rental booking

Rental Fee:

\$100 base price (4 hours) \$ _____

\$50 per hour (after 4 hours) \$ _____

\$400 Full day (6 hours or more in one day) \$ _____

Cleaning Fee \$50.00 \$ _____

Sub Total (A) \$ _____

Fees For Extras:

Coffee Urn Rental \$15.00/pot \$ _____

Water

Bottles \$10/case \$ _____

Dispenser \$0/pot \$ _____

Snacks \$50 \$ _____

Breakfast \$15.00 per person \$ _____

*If you will be here during breakfast hours
And wish to enjoy our buffet*

Sub Total (B) \$ _____

Total Fees Payable (A+B)

Cash, Check/Money Order, Credit Card

\$ _____

Event Information

Date of Function: _____

Time of Function

From: _____ am/pm

To: _____ am/pm

Number of People Attending:

Please note our maximum capacity is 50 people

Renter Information

Name(s) of Renter(s): _____

Address: _____ Postal Code: _____

Bus. Tel. # _____ Home Tel. # _____ Other _____

Bus. Tel. # _____ Home Tel. # _____ Other _____

Agreement

In exchange for the use of the Home2 Suites Meeting Room, I hereby agree that I have read, understood and agree to abide by the terms, conditions and responsibilities outlined in this Agreement; including all terms and conditions set out on both pages of this Agreement.

Sign and Date here.

Event Representative

Print Name _____

Sign _____ **Date** _____

Home2 Suites Representative

Print Name _____

Sign _____ **Date** _____

See Terms and Conditions Attached.

Terms and Conditions

The Conference Room is rented on a case to case basis. Renters must adhere to all “Hotel laws, by-laws and policies including fire and safety regulations. The Meeting Room must not be used for any illegal purposes. Payment of all fees due permits the Renters and their guests the use of the Meeting Room and restrooms only. Renters of the Meeting Room are not permitted to use the Gymnasium or Pool for any purpose.

2. BOOKING:

Tentative bookings are not permitted. The Meeting Room is not considered booked until the Rental Agreement is signed by all Renters and all fees are received in full.

3. CANCELLATION:

In the event of cancellation, the Rental Fee will be retained as follows:

- a. 21 days’ notice or less – Full Rental Fee
- b. 22 – 41 days’ notice – 50% of Rental Fee
- c. 42 – 60 days’ notice - 25% of Rental Fee
- d. 61+ days’ notice – 10% of Rental Fee

The Cleaning Fee will be returned in full, regardless of the period of notice given by the Renter (s).

4. PARKING:

- a. Renters, their authorized guests shall not use or allow use of the Hotel parking Lot for any activity other than parking Insured vehicles.
- b. Renters and guests/meeting delegates bear full responsibility for all vehicles and contents.

5. RESTRICTIONS:

- a. Nothing may be pinned, nailed or stapled to any wall, door, ceiling or floor.
- b. Smoking is NOT permitted anywhere in the Home2 Suites building at any time. Otherwise a \$250 smoking fee will be assessed.

6. INDEMNITY:

The Renter(s) covenant(s) at all times to indemnify and save harmless Home2 Suites, its elected officials, Representatives, officers, employees and contractors from any and all claims, damages, charges or costs arising from the use of the Meeting Room or use of the Hotel and the Hotel Parking Lot by the Renter (s) their invited guests / Meeting delegates.

Internal Use Only

Meeting Room Payment Received On Date _____

Cash, Credit Card, Check/Money Order # _____ **Amount** _____

Cancellation Reason:

.....
.....

Deductions:

() Notice Given _____ days
(See details above)

Percentage Eligible for Refund _____

Total Refund (A) + (B) \$ _____

Refund:

Cash, Credit Card, Check/Money Order # _____

Refunded on Date: _____

Employee Signature: _____