

<b>Salesperson</b>	
<b>Date</b>	
<b>Location</b>	<b>Best Western                      Days Inn</b>

## Meeting/Banquet Room Agreement

**Arrival Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Rate:** \_\_\_\_\_ **Number of People:** \_\_\_\_\_

**Set-Up:** Theater Style    Classroom    Other \_\_\_\_\_                      **Tables:** Round (DI)    Rectangle

**Contact/Company (If applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_                      **Fax:** \_\_\_\_\_

### Set-Up

Meeting Room Needs		Snacks & Drinks		Lunch & Dinner Catering	
White board/ easel \$10		Reg Coffee \$20.00/carafe		Lunch Starts at \$8.95 per person	
Screen & Laptop Projector \$50/day		Decaf Coffee \$20.00/carafe		Dinner starts at \$10.95 per person	
Screen \$20/day		Dozen Bagels w/ cream cheese \$12.00		20% gratuity (not included)	
Business Use \$125/day		Apple or Orange Juice \$6.00/carafe		If delivery fee it passes on to guest	
Set-Up/ Cleaning Fee \$25/Day	X	Dozen Danish (Assorted) \$12.00 Muffins/ \$1.50 each		\$2.00 per person fee if guest provides own catering (\$20 minimum)	
Parties \$200 + \$100 refundable damage deposit		Tea Bags/\$1.00 each		Pitchers of Water: If checked, how many?	
Damage to table cloths/ \$5 each table	X	Potato Chips/ \$1.00 per bag			
PA System \$50/day		Bottled Water/ Soda \$2.00 per 20 oz bottle			
		Breakfast (to be enjoyed in the breakfast room)/ \$7 per person			
		Can Sodas/ \$1.00 each			
		Fruit Platter (in season) serves up to 40/ \$40.00			

**Cancellations must be made 7 days in advance of event or credit card on file will be charged applicable room rent. Meeting space/ dates not guaranteed without a signed copy of this agreement and a valid bank issued credit card.**

Guest hereby acknowledges the charges associated with this meeting room event and further understands that they are responsible for any damages, theft, smoking, or other such incidental and miscellaneous charges as may be incurred through rental of the meeting space. In addition, guest acknowledges that Days Inn & Suites Madison uses outside catering services and agrees to hold Days Inn & Suites harmless from liability if said catering services causes sickness, allergic reactions, or damages resulting from food selected by the guest for consumption during their event.

**Credit Card #:** \_\_\_\_\_ **Exp:** \_\_\_\_\_

**Guest Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_