



Function Agreement 2019

Organization:

Contact:

Address:

Email:

Phone:

Meeting/Event Date:

Meeting/Event Time:

Name of Function:

Room/s Reserved:

Estimated Number of Attendees:

Guarantee Catering Count Due by 3:00 p.m. 4 Business Days Prior to Event

Reservations: Must be made in writing utilizing the Function Agreement or authorized Purchase Order.

Deposit: A 25% deposit for the room rental is required at the time of booking.

Payment: Room rental fees, catering, audiovisual and other charges (less the 25% prepaid deposit) are invoiced following the event. All charges must be paid in full within 30 days.

Service Charge: A 20% service charge is assessed on the final invoice for the set-up, clean-up and other direct expenses related to the operation of the Conference Center. Soft drinks and bottled water are charged based on consumption. Catering is the only item subject to tax.

Meeting Cancellation: 100% of the room rental fee and any applicable special charges are required if cancelled less than 31 days before the event. If the event is cancelled prior to 31 days, the only charge incurred is the 25% non-refundable deposit. Rescheduled events do not incur a rescheduling fee; however, catering cancellation/reduction charges apply based on the Catering Cancellation/Reduction policy.

Catering Cancellation/Reduction: 100% of the catering charge is required if cancellation/ reduction is later than 3:00 p.m. four (4) business days prior to the event. If the catering order is cancelled/reduced by 3:00 p.m. four (4) business days prior to the event, catering charges are adjusted as requested.

Food and Beverage: In compliance with city and state health and insurance requirements, no outside food/beverages may be brought into the Conference Center.

Name:

Title:

Signature:

Date:

Authorized SCHA Representative:

Date: