



Policies and Addendum to Contract

Required Deposit with signed contract:

To guarantee that the date and time block is held for your use, the following deposit is required: **50% of the total room rental revenue**

In the absence of this deposit, the reservation is considered only tentative and is therefore not guaranteed.

Service Charge and Sales Tax:

21% Service Charge and 7% sales tax will apply to all F&B, audio/visual equipment rental, policy fees and room rental fees. A 30% Service Charge on the total event center package price for holiday weekends. Applicable holiday weekends include Martin Luther King, Jr., Day; President's Day; Valentine's Day; Weekend prior to Mardi Gras; Easter; Mother's Day; Memorial Day; Fourth of July; Labor Day; Thanksgiving; Christmas; and New Year's.

Cancellation policy: (No exceptions)

61 days or more prior to event date 100% of deposit is refundable

60 days to 31 days prior to event date 50% of deposit is refundable

30 days to event date deposit is NOT REFUNDABLE

14 days or less prior to event date 100% of total estimated revenue, minus the deposit, is due immediately

Guaranteed Total:

10 days prior to event a guaranteed attendee total is REQUIRED – this number will be the guaranteed billed total (even if numbers decrease).

Payment:

All events MUST be paid in full 10 business days prior to Event date. Any additional add-ons MUST be paid immediately following the close of the event.

Rental Time Frame:

All rentals are for the day. The day consists of 8:00am – 11:00pm. All guests must be out of the building by 11:00pm. If event runs past 11:00pm, there will be a fee of \$100.00 per half hour over.