



BANQUET ROOM CONTRACT

DATE OF EVENT: _____ TIME: _____

ROOM: RAINIER I (800 SQ.FT.) _____ RAINIER II (1000 SQ. FT.) _____

BOARD ROOM _____ SMALL 328 RM _____ SMALL 228 RM _____

NAME OF THE EVENT: _____

CONTACT PERSON: _____ PHONE _____

TABLE SETUP: _____

AUDIO/VISUAL: _____

NUMBER OF ATTENDEES _____ WATER SERVICE _____ BOTTLED WATER _____

SODA _____ FRUIT _____ COOKIES _____ DANISH _____ JUICE _____

All charges must be paid in full on the date of the event stated on this contract unless a direct bill account has been set up three weeks prior to the event date.

ROOM RENT:

AUDIO/VISUAL RENT:

WATER/SODA:

FOOD:

COFFEE/TEA:

TAX:

TOTAL COST:

CANCELLATION POLICY

Cancellation by _____ is required to avoid a 50% charge of total projected revenue.

*****I have read and understand the terms as noted herein.*****

Arrangements by: _____ Date _____

Accepted by: _____ Date _____

Credit Card: _____ Exp. Date _____