

**MEETING SPACE:**

Meeting rooms are available during the contracted times shown on the agenda. Time before and after your meeting may be scheduled for other programs. *The Great Room begins at the brick pillar near the end of lobby at kitchen area and ends at glass doors leading to the outside screened porch. The porch is not included in the Great Room rental.*

**MUSIC & ENTERTAINMENT:**

The Hospitality Inn welcomes music and or entertainment into the hotel under specific provisions. All events requiring music and or entertainment are required to maintain a minimum level of sound in order to NOT disturb our in-house guests. Any music or sound deemed out of control or extremely loud from hotel management or if hotel receives complaints regarding noise level issues, hotel will ask that the music be lowered to an adequate level. If music or entertainment continues to exceed a proper and noise level after such request is made to lower the volume, the hotel reserves the right to shut the music completely down. We ask that you ask your DJ's and or entertainers to be considerate of our inhouse guests by informing them of this policy All DJ's and or Entertainers will be required to end their session by 10:00 pm on day of event. We do not allow any music that is offensive or uses negative language.

**DEPOSIT and PAYMENTS:**

A method of payment is required with all contracts and/or banquet event orders in order to consider an event confirmed and definite. A credit card authorization form and/or deposit of 30% will be required if direct billing has not been established.

**CANCELLATION POLICY:**

Should it become necessary to cancel your event, client agrees to pay the following percentage as liquidated damages

**0-30 - Days Prior to Event - 100% of All Anticipated Revenue Due**

**31-60 - Days Prior to Event - 75% of All Anticipated Revenue Due**

**61-90 - Days Prior to Event - 50% of All Anticipated Revenue Due**

**91+ Days Prior to Event - Forfeit of All Advance Deposit**

TAX EXEMPTION: Any group claiming tax exempt status must submit a valid Florida State Sales and Usage Tax Exemption Certificate and/or a Florida State Occupancy Tax Exemption Certificate with the signed contract and/or banquet event order(s). If we do not receive the required certificate taxes will be applied to the event.

**Pricing****Meeting room**

Seating up to 30 people

\$150.00 Full Day (4 or more hours) + \$50.00 refundable cleaning fee.

\$100.00 ½ Day (4 or less hours) + \$50.00 refundable cleaning fee.

**The Great room** \$550.00 + \$50.00 refundable cleaning fee.

(only available from 12:00 pm - 10:00pm)

Up to 60 people

The hotel can provide the following in the room rental agreement price

8 rectangle tables (6 feet each)

(6) 60-inch round tables

60 chairs

**Extra rentals**

***The below are not included in the room rental agreement, however can be reserved 7 business days prior to your event. All rented linen will be supplied stain and damage free and must be returned in the same manner. Any damaged or stained linen will result in a \$27.00 fee per table cloth.***

Round table cloth \$9.75 per table cloth

Napkins 20 x 20 \$.80 each

Rectangle table cloth \$8.75 per table cloth

Chair Cover \$3.25 each Chair sash \$1.75 each

**Refundable cleaning fee** will be returned if all garbage, food, is bagged and discarded. The table tops and counters must be clean and floors swept and mopped. The room must be returned to the state it was before the function. The hotel will provide the needed cleaning supplies.

Today's date: \_\_\_\_\_ Type of function \_\_\_\_\_

Function Date: \_\_\_\_\_ Number of guests \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

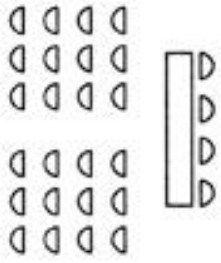
Initial below;

\_\_\_\_\_ The Great Room \$450.00 plus 7% tax and or \_\_\_\_\_ The Meeting Room \$150.00 \_\_\_\_\_ \$100.00 plus 7% sales tax

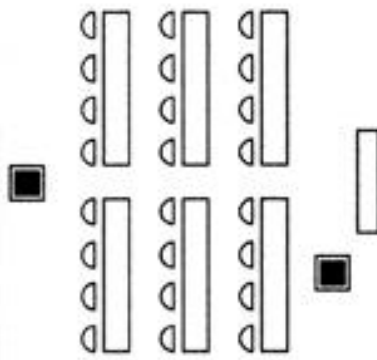
Contact signature \_\_\_\_\_ Date \_\_\_\_\_

Hotel representative signature \_\_\_\_\_ Date \_\_\_\_\_

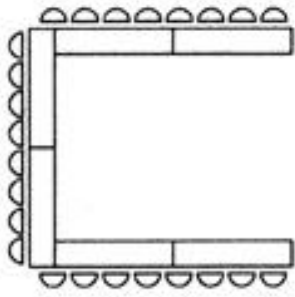
**THEATRE**



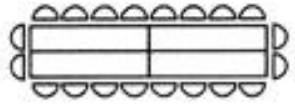
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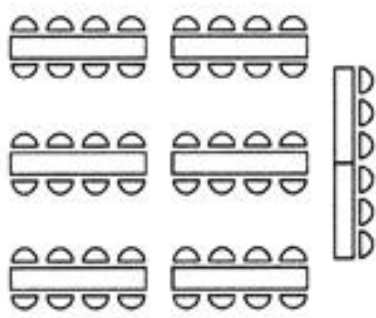
**U-SHAPE**



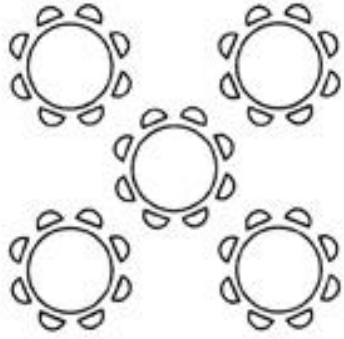
**CONFERENCE**



**BANQUET**



**BANQUET ROUNDS**



# Banquet linen options for rent

7 day advance notice required, price is per piece.

## Colors available

