

# Dockside Entertainment Meeting Rental Agreement 2024

## Rental Meeting Contact Information

<b>Company Name</b>	
<b>Full Name</b>	
<b>Address</b>	
<b>Cell Phone Number</b>	
<b>Investor Status</b>	
<b>Payment Type</b> (cash, check, credit card)	
<b>Payment Date</b>	
<b>Cancellation Policy Refund Date</b>	

## Rental Meeting Room Details

	<b>Option</b>	<b>Price</b>
<b>Date of Rental</b>		
<b>Number of hours</b>		\$
<b>Time of rental</b>		
<b>Catering</b>	<input type="radio"/> Yes <input type="radio"/> No	\$
<b>Approximate number of chairs needed</b>		\$
<b>Table Setup Layout</b>		
	<b>Total for Rental</b>	\$

## Dockside Entertainment Meeting Rental Terms

- Meeting rental contact needs to be signed and pre-payment is required to hold any reservations.
- 30-day cancellation required for full refund, sooner than 30 days no refund will be given.
- Each meeting rental is for agreed upon time block only. The renter will have a 15-minute grace period to pick up and leave the meeting room area to make sure set up can be complete for next rental.
- Rental time starts at the time of agreed rental time, if renter arrives late their time, the rental will not be extended and will end at agreed time.
- The maximum number of guests for each meeting room is 20.
- Tables and chairs are provided by Dockside Entertainment.
- Renters can bring table coverings, decorations, etc.

- Decorations can only be displayed on meeting room doors or inside the room.
- Decorations cannot be attached to the wall with anything except wall putty which is not provided by Dockside Entertainment.
- Renters are responsible for taking down their own decoration within the 15-minute grace period of rental.
- An additional cleaning fee of \$50 may be charged if the room is not cleaned or left in an unfavorable state.
- The renter can bring outside food/drinks/cake but all outside food and drink must remain in the rented party room.
- The renter is responsible for bringing any items needed for food (plates, napkins, silverware, etc.) unless using Dockside Catering option.

I agree to the above terms and conditions for a meeting rental with Dockside Entertainment.

**The Renter**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Approved by Dockside Entertainment**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_