

**THE HOTEL NEXUS SEATTLE
MEETING ROOM/CATERING POLICY**

All reservations and agreements are made upon, and are subject to the rates and regulations of the Hotel Nexus Seattle and the following conditions:

1. The selection of a banquet or meeting room is based on the anticipated number of guests and the function requirements at the initial booking. In the event such requirements change, we reserve the right to transfer the function to a room of suitable size and to apply a surcharge equal to the room rental fee for any space initially reserved, but not used.
2. Changes made to meeting room set-ups past 24 hours prior to arrival will be subject to rush charges, ranging from \$50.00 to \$100.00.
3. Meeting room functions conclude at **10:00 pm**, and meeting rooms must be vacated at this time. At 9:45pm a hotel representative will remind the group of this policy. _____
Initial
4. An 18% service charge will be applied to all food and beverage items. Additionally, sales tax will be applied to all taxable sales.
5. All prices and charges will be guaranteed ninety (90) days prior to the function date.
6. For functions requiring catering by the hotel, a guaranteed number of guests, not subject to reduction, must be submitted three (3) business days prior to the date of the function. Food will be prepared for the guaranteed number of guests and the room will be set for 5% over the figure. You will be charged for the number guaranteed, plus any additional guests served of the quantity of food ordered. In the event no guaranteed number of guests is provided to the Hotel Nexus, we reserve the right to used the expected number as the guaranteed
7. Deposits pertaining to the banquet room rental fees are due upon the acceptance of the signed contract to reserve the space. The outstanding balance, based upon the anticipated guarantee is due 2 weeks prior to the event. Direct billing can be established via approved credit application. Should the booking be made less than two weeks prior to the event, total pre-payment is due at the time of the contract. If a credit card number is used to secure your booking, the final balance will be automatically charged to your card if payment has not been received within (30) days of your function.
Credit Card # _____ Exp. _____
Name on Credit Card _____ Estimated Cost of Function _____
8. Should you find you must cancel, deposits will be forfeited and the following charges shall apply (whichever is greater):
 - 60 days or less – 25% of anticipated revenue
 - 30 days or less – 50% of anticipated revenue
 - 15 days or less – 75% of anticipated revenue
 - 7 days or less – 100% of anticipated revenue_____
initial
9. The hotel reserves the right to cancel a function if the name of the group or the exact nature of the event varies from that originally agreed upon, whether in writing or verbally.

10. The Hotel Nexus is not responsible for damages or loss of any merchandise, equipment, clothing, or other valuables left in any meeting or banquet rooms prior to, during, or after the function. The hotel will not accept storage of any items, in advance of, or following an event unless approved by hotel management in advance.

11. Any advertising, or printed material, prepared for the function using the words "Hotel Nexus" or the "The Hotel Nexus Seattle" must be approved by the Director of Sales prior to publication or announcement. The use of any hotel telephone number on publication or advertising is prohibited without prior approval of the Director of Sales.

12. All meeting rooms are "nonsmoking" rooms. If you wish to smoke in our room, you will be billed \$500.00 per day.

13. A valid credit card must be presented at time of booking. A \$500 damage deposit will be authorized on the credit card 48 hours prior to event. All damages to hotel premises, i.e. carpets in meeting rooms, walls, furniture, linens, audio visual equipment, will be charge to the group representative in charge of the arrangements. The room must be left in the same condition that it was in at the start of the event. If the room is left in the same condition then the \$500 damage deposit will be released on the next business day after the event.

_____ Initial

The arrangements outlined have been arranged on a tentative basis. Please sign and return the agreement prior to _____, in order to make this agreement definite and binding. Contracts received after the above mentioned date will be subject to availability.

On behalf of the group, I have read and agree to the terms outlined and otherwise noted within.

NAME OF FUNCTION: _____ DATE: _____

Group Representative: _____ DATE: _____

Hotel Representative: _____ DATE: _____