



Comfort Suites Shreveport
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APPLICATION AND AGREEMENT FOR PRIVATE USE OF THE MEETING ROOM

Name of Applicant: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Work Phone:** _____ **Cell:** _____

Email: _____

Date of Event: _____ **Type of Event:** _____

Number of Guests Attending: ____ **Will alcoholic be served? Yes _ No _**

Set-up Time: ____ **Event Start Time:** ____ **Event End Time:** ____

RENTAL RATES

Package 1	Package 2	Package 3
1 hour of set up time 1 hour of event time	1 hour of set up time 2 hours of event time	1 of set up time 4 hours of event time
\$75	\$100	\$150

Each Additional Hour: ____ X \$75.00

Podium: ____ **Screen:** ____ **LCD Projector:** ____ X \$75.00 **Flip Chart:** ____ X \$30.00

\$50.00 security deposit is due at the time of booking. The deposits are non-refundable. You will not be able to reserve the date needed for your meeting or event until that deposit has been paid. Your deposit will go towards your remaining balance due.

Balance \$ _____

Signature of Applicant/Renter: _____ **Date:** _____

Approved by Manager: _____ **Date:** _____

Please keep in mind that this is a hotel and there are guests in their rooms surrounding the meeting room. Please refrain from having loud music and slamming the door. Failure to follow this rule will result in your event being shut down

A non- refundable deposit of \$50.00 must be paid at the time of booking.

A charge of \$40.00 for every 30 minutes event extends past Agreement end time.

CANCELLATIONS

No refunds of deposits

You may set-up the hall within the time frame stated on contract. If additional set-up time is required applicant may purchase extra time at \$25.00 per hour.

1. You must clean off all tables before leaving at your scheduled time and empty trash barrels into dumpster provided, which is located in the back of the building
2. No nails may be used on the walls.
3. No beer kegs of any kind are allowed (bottled or canned beer ONLY).
4. If you are having alcohol at your event, your guests can not be seen outside of the room with any form of alcoholic beverage
5. The renter hereby accepts the premises in the condition in which they are at the beginning of this lease and agrees to maintain said premises in the same condition, order, and repair in which they are at the commencement of said term excepting only reasonable wear and tear arising from the use thereof under this agreement.
6. Absolutely no loitering in front of building. There are designated areas for smoking, cigarette receptacles are to be used.
7. We reserve the right to cancel your event for not abiding by regulations, misconduct, or another action detrimental to participants.
8. If having a party catered or renting any equipment, it must be removed immediately after the event. We are not responsible for those items.
9. We will not be responsible for any lost or damaged goods.
10. There is absolutely no smoking in the building.
11. There can be no cash bar, unless you have a caterer for your event and their liquor permit expressly permits a cash bar.

Applicant/Renter initial _____ Manager Signature: _____