

# Catering and Lodging Contract

**Universal Hotel and Catering**  
535 HARRISON AVE.  
PANAMA CITY, FL 32401

Event: **SMITH JONES WEDDING**

Contract: **0000001355**

<b>Contact:</b> MARY SMITH 1234 SMITH ROAD DUNNELLON, FL 34432	<b>Telephone:</b> 555-444-3333 <b>Fax:</b> 555-444-2222 <b>Email Address:</b> mary@smithjoneswedding.com <b>Email Address:</b> mary@smithjoneswedding.com
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Based on your requirements, the following meeting rooms have been set aside for SMITH JONES WEDDING for your event:

Date	Time	Venue	Function	Setting	Exp.	Guar.
11/15	4:00 pm	JACKSON ROOM	Rehersal Dinner	Dinner Service, rounds	20	20
11/16	2:00 pm	WEST BALLROOM	Reception	Wedding reception	90	90
11/16	9:00 am	LIBRARY	Bridal Room	Bridal Room	0	0
11/16	1:00 am	GAZEBO	Wedding	Wedding, seating	100	100

A deposit of \$3,000.00 is due on or before August 31, 2014 with an additional deposit of \$2,000.00 due on or before October 15, 2014. Remaining balance of \$2,000.00 will be due on or before November 01, 2015. All meeting rooms and events are subject to taxes and service fees.

A separate Event Order will outline the details of your event.

For your event, a minimum food and beverage amount of \$7,000.00 is required for the use of your meeting room. Should your event not meet the minimum, the remaining balance will apply as meeting room rental charges.

Universal Hotel and Catering will make every effort to have your meeting room(s) available and set up to your specifications as listed in the Event Order. Refer to your Event Order for additional products and services.

Estimated total charges for your event are \$ 6,676.18. All charges are subject to taxes and service fees.

Guaranteed attendance is due no later than three business days prior to your event. Your final bill will reflect your guarantee or actual attendance, whichever is greater.

Changes to your function, meeting room, or requirements will be subject to a change fee.

The pricing for your program calculates the dates, time, meeting rooms, and function requirements, as specified in this agreement and the Event Order. If these requirements are changed, additional charges may apply. Universal Hotel and Catering reserves the right to exercise final approval over bands, DJ's, musicians, decorations, and other matters relative to your event and guests. Send packages to Universal Hotel and Catering, 535 HARRISON AVE., PANAMA CITY, FL 32401. Each package should include Group SMITH JONES WEDDING and Event SMITH JONES WEDDING. Storage fees may apply.

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## Guest Room Accommodations:

Per your request, we have made the following accommodations for your group's guests:

<b>Date</b>	November 15, 2014	November 16, 2014			
<b>Day</b>	Saturday	Sunday			
<b>Rooms</b>	12	12			

We have set aside the following room types for your group. Rates are for two persons per room per night and are subject to tax and service charges.

Guest Room Accommodations	Guest Room Rate Per Room Per Night
DBL/DBL	100.00
DBL/DBL NO SMOKING	100.00
KING	100.00

These room types will be set aside until November 15, 2014. Please send your rooming list to Universal Hotel and Catering on or before November 15, 2014 in order to secure these accommodations. Guest accommodations not reserved by rooming list or telephone call by November 15, 2014 will subtract from your room block and will be available for other guests.

Please note that the rates listed are for the specific dates of your event. Guests wishing to arrive prior to or depart later than the event's dates should be prepared to pay Universal Hotel and Catering's standard rates for the additional nights.

## Reservation Guarantee:

Universal Hotel and Catering will not guarantee guests' lodging reservations until receipt of reservation advance deposit or credit card guarantee. SMITH JONES WEDDING agrees to be responsible for all room and tax charges for guests affiliated with SMITH JONES WEDDING.

## Cancellation Policy:

This agreement is considered binding upon signature of acceptance. Cancellation may be subject to additional fees and/or loss of deposit.

## Contract Due Date:

This contract must be signed and returned to Universal Hotel and Catering on or before October 15, 2014. If we do not receive the contract on or before October 15, 2014, we will release the venue spaces for use by another party or group.

## Acceptance:

The contents of this agreement meet with my approval and I confirm all arrangements stated herein.

### SMITH JONES WEDDING

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

### Universal Hotel and Catering

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date