 BY CHOICE HOTELS MEETING ROOM REQUEST

4424 CLEBURN BLVD.

Complete this form and return to

sales@qualityinndublinva.com

DUBLIN, VA 24084

PHONE: (540) 674-1100

FAX: (540) 674-2644

|  |  |
| --- | --- |
| Date of Rental | Click or tap here to enter text. |
| Company/Organization | Click or tap here to enter text. |
| Contact | Click or tap here to enter text. |
| Street Address | Click or tap here to enter text. |
| City, State, Zip | Click or tap here to enter text. |
| Office Phone | Click or tap here to enter text. |
| Cell Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |

**ROOM REQUIREMENTS:**

EXPECTED ATTENDANCE Click or tap here to enter text.

ARRIVAL: Click or tap here to enter text.TIME OF DEPARTURE: Click or tap here to enter text.

COFFEE POTS: Click or tap here to enter text. HOT WATER/TEA: Click or tap here to enter text.

BOTTLED WATER:Click or tap here to enter text. SODA: Click or tap here to enter text.

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**Terms & Conditions:**

* **Alcoholic Beverages**
	+ **Lessee** hereby agrees that any alcoholic beverages will be served in strict compliance with all applicable provisions of state law and/or federal law.
	+ It is the responsibility of the **Lessee** to obtain any permits.
	+ Alcoholic beverages cannot be removed from the conference room.
	+ An off duty Sheriff Deputy is required if Alcoholic Beverages are sold. This officer will be hired by **Quality Inn Dublin VA** and **Billed to Lessee** at a rate determined by the Pulaski County Sheriff’s office.
	+ **Lessee** agrees to hold **Quality Inn Dublin VA** harmless and withoutresponsibility for damage or other liability which directly or indirectly results from serving alcoholic beverages.
	+ Any cost of damages that are incurred by the guest during meeting room rental will be paid by **Lessee.**
* If any illegal behavior occurs **Quality Inn Dublin VA** will request the group leave the premises with out any refund.
* **NO** outside sodas will be permitted. Any beverage i.e. Coffee/Tea/Sodas will be provided by Quality Inn at an additional fee. **Outside Food is Permitted.**
* **NO DJ’s allowed.** Music **Must Be** kept to a level that will not disturb other guests.
* **Lessee** is responsible to clean up the Meeting Room/ Banquet room before leaving the premises.

If a Signed Contract with Advance Deposit for Total Cost (Room + Refreshments) is not received 7 days in advance of date of arrival. Meeting /Banquet room will not be guaranteed and may be rented to other guests.

**Lessee hereby accepts all the aforementioned terms & conditions by signing this contract.**

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***SALES REPRESENTATIVE DATE GUEST SIGNATURE DATE***

|  |  |
| --- | --- |
| **ROOM RATES** |  |
| **Meetings** |  |
| 1-4 Hours | $3.00 per attendee [includes bottled water & cookies] |
| 4-8 hours | $5.00 per attendee [includes bottled water & cookies] |
| **Social Event** |  |
| 1-50 Guests | $50 per 8 hours [client sets up room] |
| 51-100 Guests | $100 per 8 hours [client sets up room] |
| 101-150 Guests | $150 per 8 hours [client sets up room] |
| **OPTIONAL** |  |
| **Set-Up By Hotel** |  |
| 1-50 guests | $50 [includes black table linen] |
| 51-100 guests | $100 [includes black table linen] |
| 101-150 guests | $150 [includes black table linen] |
| **Equipment** |  |
| Chair Covers [Black] | $1 each |
| Chair Covers [White] | $1 each |
| Television | $50  |
| Projector | $50 |
| Easel Pads | $50 |
|  |  |
| Soft Drinks | $1 per bottle/can |
| Water | $1 per bottle |

Please CIRCLE the style you need

