

# FUNCTION SPACE AGREEMENT

Company: \_\_\_\_\_

Name of Function: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Credit Card Number or Direct Bill Account Number: \_\_\_\_\_

## SCHEDULE OF EVENT

<u>DAY/DATE</u>	<u>TIME</u>	<u>FUNCTION</u>	<u># OF PEOPLE/SET/LOCATION</u>	<u>RATE</u>
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\*\*See reverse side for function space guidelines

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**CANCELLATION POLICY** – Cancellation of function must be received at least 48 hours prior to function date. If cancellation is received after this date, it is agreed that a fee of 100% of the anticipated meeting room revenue will be paid for cancellation of the agreement.

I hereby approve arrangement as shown:

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Name (Printed)

Signature

Title

Date

## **RENTAL OF FUNCTION SPACE GUIDELINES**

1. Meeting room charge must be prepaid before arrival or direct bill account is required to guarantee the meeting space hold for your use on the dates outlined on previous page.
2. A caterer can be used at the hotel for your food and beverage needs. If we arrange the caterer, a 10% service charge will be added to your final bill. If you choose a caterer, the caterer must have proper licensing issued by the state of Minnesota, proof of insurance, and be pre-approved by motel at least one week prior to your event.
3. Due to the state of Minnesota guidelines, no alcoholic beverages are allowed to be served in any of our function space.
4. The motel does supply some audiovisual equipment to enhance your meeting presentations. An itemized list along with the costs is available upon request. Advanced 14-day notice of equipment rental is requested due to limited inventory.
5. Any additional decoration required by group must be pre-approved by motel. No decorations are allowed to taped or affixed to any bare wall. Decorations are allowed to be attached to picture frames, light fixtures, tables, and chairs. All decorations and tape must be removed by you or your group.
6. All guest amenities – continental breakfast, coffee, tea, and paper products – are for overnight guests only.
7. Meetings are not allowed to overflow/breakout into the public areas of the property – lobby, continental breakfast area, or pool – without approval from management

### **RELEASE**

#### **Hold Harmless Agreement**

The undersigned, in consideration for the provision to them of a facility for a private meeting to be held on the \_\_\_\_\_ day(s) of \_\_\_\_\_ at the North Branch AmericInn Lodge and Suites hereby covenant and agree as follows:

1. That said facility will be used by them for a private meeting only.
2. That the undersigned specifically releases the North Branch AmericInn, North Branch Lodging, a South Dakota corporation, any associated corporations, all owners, agents and employees harmless from any liability that might arise out of activities conducted by the undersigned or associated with the activities conducted by the undersigned.

The undersigned further agree to hold the North Branch AmericInn, North Branch Lodging, a South Dakota corporation, any associated corporations, all owners, agents and employees harmless from any liability that might arise out of the activities conducted by the undersigned or associated with the activities conducted by the undersigned.

3. The undersigned specifically assume all responsibility for and all risk of damages or injuries that may occur as a result of said activities and specifically release and discharge the North Branch AmericInn, North Branch Lodging, a South Dakota Corporation, any associated corporations, all owners, agents and employees from any and all claims, demands, rights of causes of actions, present or future, whether known, anticipated or unanticipated and resulting from or arising out of or incident to the use (or intended use) of the facilities.

I have read and understand and sign the foregoing release/hold harmless agreement and covenant and agree to its terms:

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature