

MEETING SPACE GUIDELINES AT CAPITOL AREA CONFERENCE CENTER

FUNCTION ROOM RESERVATIONS AND ASSIGNMENTS

Function rooms are assigned based on the number of anticipated guests. Should there be a decrease in excess of 20% in your contracted attendance number and/or any alterations in your function room requirements, the Capitol Area Conference Center (CACC) reserves the right to make reasonable substitutions in function room selection due to prevailing circumstances or for events beyond our control. Every effort will be made to notify the client of such changes and will work to ease the adverse effects of the change on all participants involved (e.g., client, attendees, or contractors).

Room set-ups based upon your final program specifications will be confirmed 3 weeks prior to your event. **Any subsequent changes to the room set-up will be subject to a minimum charge of \$150.**

EVENT CONFIRMATION

An advance deposit of 50% of the estimated food and beverage charges is required to confirm the space for your function. **Space held on a tentative basis is not considered confirmed without a deposit.** The estimated balance of payment is due and payable ten (10) days prior to the event. Any credit due will be refunded by check within fifteen (15) business days.

CANCELLATION POLICY - PENALTY

In the event of a cancellation for any function, and the financial penalties for meeting room rental are as follows:

Amount of Advance Notice	Amount of Penalty
30 days or less prior to the event	50% of the anticipated meeting room rental revenue
31-59 days prior to event date	25% of the anticipated meeting room rental revenue
60 days or more prior to event date	Full refund

DAMAGES

The Client shall reimburse CACC if any of the client's participants, guests or contractors is found responsible for any damages, loss or liability incurred by CACC before, during, or after the event.