



COMANCHE TRACE
Booking Agreement

FOOD AND BEVERAGE

Our menus offer a variety of items for your pleasure; however, we can create special menus tailored for your requirements.

- No Food and Beverage shall be brought into the establishment by patrons from outside sources
- For the comfort of our guests, all functions must be completed by 1:00AM
- An 18% service charge and 8.25% sales tax will be added to all food, beverage, and set up fees.
- Room Rental Fees will be added to all meeting room rentals
- Any group requesting Tax Exemptions must submit a copy of both their occupancy tax-exempt certificate, and their sales tax exempt certificate.

GUARANTEE POLICY

- Comanche Trace requires a minimum guarantee five (5) business days prior to your function. This will be the minimum number for which you will be charged, not subject to reductions. Upon client's request, Comanche Trace will set and prepare for five percent over the guarantee. If no guarantee is received, the originally estimated number of guests on the Banquet Event Order will be considered as the guarantee.
- All functions booked by the Catering Department require a final food and beverage guarantee of no less than 90% of the client's originally estimated attendance.

BANQUET & MEETING ROOMS

- As other groups may be utilizing the same room as you, prior to, or following your function, please adhere to the times agreed upon.
- Should your time schedule change, please contact the Events director and every effort will be made to accommodate you.
- Function rooms are rented on a daily and nightly basis, overnight use (24 hours) does double the meeting room rental charge.
- **There will be a \$50.00 labor charge for each requested room set up charge after the Banquet Event Order has been approved.**

AUDIO VISUAL

A large selection of audiovisual equipment and services are available by rental basis. Rates determined by type of equipment or service requested.

DECORATIONS

Floral Arrangements, Ice Sculptures, and Theme Décor can be ordered through the local vendors to complement your event. Comanche Trace DOES NOT permit affixing anything to the walls, floors, or ceilings of the function rooms. NO confetti or glitter of any kind for decorating. NO M&M's or the like of any kind can be brought in as these items are very difficult to remove from the carpet.

(Booking Agreement Continued)

SECURITY

Comanche Trace will not accept responsibility for the damage or loss of any merchandise, or articles left in the facility prior to or following a function. Arrangements for security of exhibits, merchandise, or articles set up for display can be made prior to the event. Comanche Trace reserves the right to require security guards, at the patron's expense, for selected groups.

SET-UP

As part of your room rental fee, we will include the setup of seating, tables and linen for the service of your guests at the meal function, and two miscellaneous tables. Any additional tables could be subject to additional fees.

CANCELLATION

In the event that your function is cancelled **following confirmation**, Comanche Trace has established the following cancellation fee:

- 3 Business days or less - 50% of charges incurred by guaranteed number of guests will be charged.

PAYMENT FOR ALL EVENT FUNCTIONS

A credit card is required to confirm and secure the event space and date. Cards will not be charged unless cancellation occurs less than 72 hours in advance. If cancellation occurs less than 72 hours prior to the event, the card used to guarantee the reservation will be charged for 50% of the charges incurred by the guaranteed number of guests. **Confirmed number of guests must be received seven (7) business days prior to event date.**

I have read and understand the aforementioned rules and regulations and agree to adhere to them

Client Signature

Date

I have reviewed the event form and found all specifications to be satisfactory.

Client Signature

Date