

Holiday Inn Express & Suites  
7111 Phoenix Avenue  
Fort Smith, AR 72903



(479) 484-7111 Phone

## MEETING ROOM AGREEMENT BOARD ROOM AGREEMENT

### CONTRACT INFORMATION

Name of Group:	Contact:
Address:	City: State: Zip:
Phone #:	Email:
Number of Attendees:	Daily Room Rate:
Board Room	Meeting Room

### DATES/ TIMES

Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date:							
Times:							

### CONTRACT SERVICES

Items	Price	Quantity	Items	Price	Quantity
Ice Water	Complimentary		Cookies	\$15/Dozen	
Bottled Water	\$2/Bottle		Breakfast	\$7.50/Person	
Coffee	\$20/Urn		Flip Chart	\$15/Day	
Soft Drinks	\$2.50/Bottle		Projector	\$50 / Day	
Tea	\$20/Carafe		Chairs	Complimentary	

### ADDITIONAL NOTES

### BILLING INSTRUCTIONS

Credit/Debit CC #:	Credit/Debit CC Exp:
Check (Must be approved by Mgmt.)	Direct Bill (Avail. for approved Accts. only)

**\*\*Must complete a credit application to set-up a direct bill account. \*\***

### CONTRACT TERMS

To guarantee the rates quoted and other terms of the contract, the following deadlines must be met or the room may be cancelled.  
**Return signed contract by:**

### CANCELLATION POLICY

If cancellation of this booking becomes necessary, to avoid forfeiture of any deposits paid or payment of penalties, the hotel must receive written notification no later than **48 hours before arrival**. I have read the above contract and agree to the terms and conditions as stated.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hotel Representative

\_\_\_\_\_  
Date