



VINEYARD ROOM

Please Sign & Fax
to (509) 737-8002

SALES CONTRACT

Meeting Name _____
 Contact _____
 Address _____
 City/State _____
 Phone _____
 Fax _____
 Email _____

Weekday	\$30.00 per hour
Mon - Fri	(3 hour minimum)
Weekend	\$50.00 per hour
Sat & Sun	(2 hour minimum)

SUN	MON	TUE	WED	THU	FRI	SAT
AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM

ROOM RENTAL

No. Hours _____

Rate per hour _____

Sub-Total _____

(Tax is extra)

OTHER

Item	Quantity
Coffee (regular)-\$10/pot	_____
Coffee (decaf)-\$10/pot	_____
Juice (Apple)-\$10/ptch	_____
Juice (Orange)-\$10/ptch	_____
Water (bottled)-\$10/doz	_____
Water (Pitcher)-\$10/flat	_____
Sodas (variety)-\$10/doz	_____
Cookies (variety)-\$10/doz	_____
Screen (\$10/flat)	_____
LCD Projector (\$25/flat)	_____
TV 35" (\$15/flat)	_____

Sales tax is added to all items

Must be ordered 48 hrs prior to event

ROOM SET-UP

(Select)	STYLE (Max. People)	(Select)
_____	Boardroom 14	_____ Linens
_____	Classroom 36	_____ No linens
_____	Square 42	_____ Head Table
_____	U-Shape 36	_____ Projector table
_____	Theatre 55	

- PLEASE READ - Hotel Policies**
1. Outside food and beverages are OK
 2. Alcohol is OK, permit must be obtained from WA-DOL
 3. \$30 set-up/change fee if made 48 hours prior to event
 4. 48 hour cancellation policy, room rental rate only
 5. Does not include use of other areas of hotel
 6. Decorations on walls, ceiling, doors, etc., is prohibited
 7. No access to room outside rental period

CONFIRMATION: _____

Hotel Use: Cancel No: _____

BILLING: [] Credit Card, [] Direct Billing (must have account)

Signature: _____ **Date:** _____

I agree to abide by hotels policies, procedures, and rental period. I understand no meeting shall ever start before 8 AM, and no meeting shall end past 8 PM, and any changes to this agreement must be in writing and approved by hotel management.

HOTEL USE ONLY: [] Entered in Opera, [] Entered in Vineyard Room Book