



Conference Center
CONFERENCE & SEMINAR CONTRACT

SCPT Marina Village LLC dba Marina Village located at 1936 Quivira Way, San Diego, CA 92109, hereinafter referred to as **CENTER** rents to «**account**» hereinafter referred to as **CLIENT**, meeting space: .

DEPOSIT: A deposit in the amount of «**deposit_amount_due**» is required with this signed Contract.

CANCELLATIONS AND REFUNDS: If CENTER receives written cancellation notice from CLIENT greater than twenty-one (21) calendar days prior to scheduled meeting date, then CLIENT shall incur a \$100.00 administrative processing fee and the remainder of any deposits received from CLIENT shall be returned. If CENTER does not receive written cancellation notice from CLIENT at least twenty-one (21) calendar days prior to scheduled meeting date, seventy-five (75%) percent of the contract value shall become due. This amount will be billed to CLIENT, due and payable upon receipt. Additionally, any changes to the room set-up after the room is set, will result in a labor charge of \$25.00 per hour, minimum one (1) hour charge.

SERVICE DETAILS

DATE(S): «**function_date**»

TIME:

FUNCTION: «**name**»

NUMBER OF ATTENDEES:

ROOM (s):

EQUIPMENT:

CATERING:

CLIENT #: «**assistant**»

CLIENT AND CENTER AGREE TO THE FOLLOWING

1. The attendance for all food and beverage functions must be specified no later than 11:00a.m. three (3) working days before the event. The number furnished will be considered a guarantee; attendance counts cannot be reduced. The guarantee is a financial commitment and is not subject to reduction. Charges will be based on the number guaranteed or the number served, whichever is greater.

2. By execution of this Contract and taking possession of the suite, CLIENT shall be deemed to have accepted the suite "as is" and as being in good and acceptable order, condition and repair. CLIENT agrees to inspect subject room prior to or within 72 hours of signing contract to ensure suitability of the room for the planned event and the anticipated guests or supporting equipment. Marina Village does not warrant that all of the facilities meet all of the ADA Compliance requirements, however most of the rooms are accessible and the CLIENT must advise CENTER if an accessible room is needed for the event so this requirement can be accommodated. CLIENT is advised that the second story rooms and seating areas are not serviced by elevators and some of the rooms require the use of public restroom facilities. The two public restroom facilities located adjacent to the Starboard and Captains Rooms are accessible restrooms - see attached site plan

