



## **Policies and Addendum to Contract**

### **Required Deposit with signed contract:**

To guarantee that your date and time block is held for your use, the following deposit schedule is required:

\$250.00 – up to \$1,000.00 estimated total revenue

\$500.00 - \$1,000.00+ of estimated total revenue

In the absence of this deposit, the reservation is considered only tentative and is therefore not guaranteed.

### **Service Charge and Sales Tax:**

21% Service Charge and 7% sales tax will apply to all F&B, audio/visual equipment rental, policy fees and room rental fees. A 30% Service Charge on the total event center package price for holiday weekends. Applicable holiday weekends include Martin Luther King, Jr., Day; President's Day; Valentine's Day; Weekend prior to Mardi Gras; Easter; Mother's Day; Memorial Day; Fourth of July; Labor Day; Thanksgiving; Christmas; and New Year's.

### **Cancellation policy:**

*61 days or more prior to event date* 100% of deposit is refundable

*60 days to 31 days prior to event date* 50% of deposit is refundable

*30 days to 15 days prior to event date* 50% of total estimated revenue, minus the deposit, is due immediately

*14 days or less prior to event date* 100% of total estimated revenue, minus the deposit, is due immediately

### **Guaranteed Total:**

*7 days prior to event* a guaranteed attendee total is required – this number will be the guaranteed billed total (even if numbers decrease).

### **Payment:**

All events MUST be paid in full 7 business days prior to Event date. Any additional add-ons MUST be paid immediately following the close of the event.



**Payment Methods:**

**Credit Card:** Credit Card Authorization form is required

**Check:** Payment in full, must be received 14 days prior to event date, along with a credit card authorization form.

**DB:** If an entity requires direct bill/invoiced, the invoice is due within 45 days following event date. All Direct bill must be approved by Gulf Coast Event Center 60 days prior to event.

**Set up change fee:**

Any room lay out / set up change made by event planner/contact within 48 hours of event will be charged a \$75.00 change fee. This fee is subject to a 21% Service Charge and 7% tax. This fee cannot be waived.

**Food & Beverage:**

To ensure compliance with the MS Board of Health, all food and beverage will be consumed on the event center's premises at the contracted time of event and may not be removed from the banquet facility. All food and beverage must be supplied by the event center and its preferred caterers. A food and beverage minimum may apply.

**Signage:**

Banners, Posters, etc. are forbidden to be hung on any of the walls in any of the event rooms or pre-function space, without prior approval from Management. In the event that damage is made to any walls, a damage fee will apply.

**Smoking Policy:**

The Gulf Coast Event Center is a smoke-free facility. If there is smoking in the facility a smoking fee of \$250.00 will apply.

**PLEASE READ POLICIES CAREFULLY! POLICIES WILL BE STRICTLY ENFORCED!**

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Client Signature

Date