

Room Rental Form

(To be filled out by coordinator only)

First Name: _____

Event Date: _____

Last Name: _____

Event Use: _____

Deposit: _____
(Minimum of \$75/\$100 Non-Refundable)

Duration of Event: _____ to _____
(No earlier than 8 AM – No later than 9:30 PM)

Room Rented:

Banquet Room / Wi-Fi Lounge / Both

Please initial below regarding alcohol on premises compliance

Number of Guests: _____

____By initialing here, as stated in the signed Beacon Terms & Conditions Form, I agree to sign the Waiver of Liability & Hold Harmless Agreement and get it notarized. I agree to sign the Terms & Conditions and agree to the responsibility of bringing alcohol on Beacon Hotel Oswego NY property. I also agree there will be no person less than 21 years of age consuming any alcoholic beverage.

Floor plan type: _____

____By initialing here, I understand if a caterer is providing the alcohol, that the caterer will have a traveling liquor license and will be held liable for food and alcohol consumed by myself and all guests attending this event.

Table Type: Rectangular / Circular / None

____By initialing here, I state there will be no alcohol brought onto the Beacon Hotel Oswego NY premises. I agree to sign the Terms and Conditions Form and accept the responsibility of the behavior of all guests attending this event.

	Wi-Fi	Banquet
Rec. Tables		
Cir. Tables		
Linens (\$5/table)		
Chairs		
Coffee Set-Up (\$10/Hr)		

Set Up Time: _____ to _____

Waiver/Agreement Signed: YES/NO

Clean Up Time: Immediately Following Event
(Should be done within a half hours' time)

Name: _____
(Person responsible for Waiver of Liability & Hold Harmless Agreement)

Additional Requests:

Signature

Event Coordinator Signature

Date

Date

*All events must be between the hours of 8AM and 9:30 PM.

*In the event of a cancellation of the Wi-Fi/Banquet/Conference rooms, a cancellation fee equivalent to one hour per room usage fee of \$75 or \$100 will be charged. The remaining balance of your room rental fee will be refunded if the hotel is notified by the contract holder within 30 days prior to event date. If contract holder notifies the hotel less than 30 days prior to the event date, 50% of the total event balance will be charged.