

Reservation Agreement

1. Reservations: Anyone wishing to reserve our Wi-Fi Lounge and/or Banquet/Conference Room (also known in this document as the Wi-Fi/Banquet Room) must read and sign the Beacon Hotel Oswego NY's official Wi-Fi/Banquet Room Terms & Conditions Reservation Agreement Form, a Room Rental Form, an Event Floor Plan Layout Form, and if choosing to have alcohol on the premises, the Waiver of Liability & Hold Harmless Agreement Form needs to be signed and notarized. A Wi-Fi/Banquet Room reservation agreement shall be made upon receipt and verification of the above completed forms by the Hotel. All forms must be signed, notarized when applicable and a deposit must be made to confirm room reservation. Payments must be made by credit card or cash. We do not accept personal checks. Event guests must remain in the room rented for the event and may not wander around hotel as guest may be sleeping. The hotel reserves the right to ask guest to leave if they do not comply.

2. Deposits/Payments: You are required to pay the non-refundable \$75.00/hr. or \$100.00/ hr. fee as a deposit to guarantee the hold of the Wi-Fi/Banquet Room at the time of booking the reservation. The remaining balance of your room rental fee is due two (2) weeks prior to the event date. Room rental cost is \$75.00 per hour, per room, or \$100.00 per hour for both rooms. All payments must be made with cash or credit card. We accept all major credit cards. We accept corporate checks; however we do not accept personal checks. The deposit made upon reserving the room may be used toward the full room charge. The full amount for all events is due two (2) weeks prior to the event date.

3. Event Duration: Use of banquet room space is limited to the duration of the time agreed to by the Hotel Event Coordinator, excluding the agreed time for set-up and clean-up. Event set-up and clean-up (immediately following the event) will be agreed upon between the guest and the Hotel Event Coordinator prior to the event date. The Hotel reserves the right to charge additional fees for any extended use of the facility beyond the agreed time limit. Room rental cost is \$75.00 per hour, per room or \$100.00 per hour for both the Wi-Fi Lounge and the Banquet/Conference Room. All events must not start any earlier than 8:00 am and go no later than 9:30pm, unless agreed upon by Hotel in writing.

4. Confirmation of Attendance: Confirmation guest number needs to be confirmed two (2) days before scheduled event. Depending upon your needs, our Banquet Room accommodates up to 40-50 people sit down. Our WI-Fi Lounge can accommodate between 60-75 people, standing room **only**. Please be sure to confirm the amount of guests with our Event Coordinator.

5. Decorations: Guests are responsible for decorating the banquet/conference room. **DO NOT USE:** Tape, fun tack, or tacks on walls, pillars, or ceiling. You are limited to table top decorations or tied balloons. Use of other decorations need to be approved by the Hotel in writing.

6. Smoking: Smoking is not allowed inside the Hotel. There is an outside designated smoking area on the side of the building to smoke and properly dispose of cigarettes. We ask any person(s) **not** to smoke within **15 feet** of the main entrance. Anyone under the age of 18 years of age found smoking will be asked to leave the Hotel premises.

7. Catering: Food service, quality, and sanitation are very important to us. The Beacon Hotel Oswego NY recommends food service to be catered by a fully insured food service provider. Guest are allowed to bring their own food and beverages, however, please be advised that any outside food or beverage brought in by guest will be the sole liability of person whom brought/prepared food and beverage. In the event that a guest becomes sick, due to food and/or beverage consumption by food preparer will be the sole liability of the food preparer, not the Beacon Hotel Oswego NY.

8. Alcohol: All events requesting alcohol will have to be approved by the Beacon Hotel Oswego NY before the room deposit is made. Any person responsible for providing alcohol for their event is to have initialed and signed the appropriate section of our Wi-Fi/Banquet Room Rental Form and must sign the Waiver of Liability & Hold Harmless Agreement. The Waiver of Liability & Hold Harmless Agreement must be signed, notarized (signed and stamped by notary) then given to our Event Coordinator two (2) weeks prior to the event. The Beacon Hotel Oswego NY reserves the right to deny alcohol to be served at any event. You will also be responsible for staffing your event properly if needed. Absolutely no persons under the age of 21, or without proper identification will be served alcoholic beverages. Anyone found to be serving a minor, or any minors consuming alcohol in the Beacon Hotel Oswego NY will be asked to leave the premises and the proper authorities will be called. Also, any persons who are obviously intoxicated will no longer be served, and could be asked to leave the hotel.

9. Coffee Service: Any coffee service provided by the hotel will be agreed upon between guest and hotel prior to event in Wi-Fi/Banquet Room reservation agreement. Any coffee service request will be an additional \$10.00 per hour fee added to your reservation cost.

10. Liability: You are asked to use caution to avoid any damages to or loss of the Beacon Hotel Oswego NY Wi-Fi/Banquet facility or other Beacon Hotel Oswego NY equipment, furniture and/or fixtures during your event. The Beacon Hotel Oswego NY reserves the right to charge for any repair or compensation for any loss and/or damage caused by you or those attending your event.

Reservation Agreement

11. Not Permitted:

- a) **Kitchen Use:** Kitchen use is not permitted for any event/hotel guests.
- b) **Pets:** No pets are allowed on premises (only certified seeing-eye dogs for vision impaired, accompanied by the owner on a leash)
- c) **Flammable Material:** No combustible, inflammable or other hazardous materials, substances emitting offensive odors, or any other articles the Hotel deems to be inappropriate for the hotel premises. No open flame candles are allowed.
- d) **Moving of furniture:** No event/hotel guests are allowed to move any of the Hotel furniture and/or fixtures.
- e) **Use without reservation:** Must not use the Beacon Hotel Oswego NY facilities for purposes other than agreed to by Event Coordinator.
- f) **Noise/Intolerable Conduct:** Must not behave in an unacceptable manner that causes a disturbance or annoyance to other hotel guest, or disregard instructions given by the Beacon Hotel Oswego NY or other activities that offend public order and morals or violate laws and regulations.

12. **Cancellation Fees:** In the event of a cancellation of the Wi-Fi/Banquet Room(s), a cancellation fee, your deposit, equivalent to one hour usage fee of \$75.00/\$100.00 will be charged. The remaining balance of your room rental fee will be refunded if the hotel is notified by the contract holder within one month, thirty (30) days of the event date. If contract holder notifies the hotel of the cancellation less than thirty (30) days prior to the event date, fifty percent (50%) of your total Event balance will be charged.

13. **Outside Vendors:** Any outside vendors used by contract holder must respect the terms and conditions of our Hotel. Decorators must have proof of insurance; food or beverage providers must be licensed and certified; and all other vendors that must leave equipment or products without supervision must also be licensed and insured. The Beacon Hotel Oswego NY will not be held liable for any lost or damaged property of outside vendors.

14. **Clean Space:** When renting the Wi-Fi/Banquet Room(s), you must return the room(s) in the same cleanliness as you received it. Cleanup must be done immediately following event. Our staff is there to empty any trash cans, sweep and mop upon departure. Please ask hotel staff for any assistance.

15. **Noise Compliance:** Noise for the event must be kept at a minimum as we have guests in our hotel that sleep and/or rest both days and nights. Any music played during your event must be kept at a level that will not disturb other hotel guests. If your party has rented the entire 14 rooms of the hotel, special permission can be granted in writing through the hotel for increased volume. Compatibility with neighbors is very important; therefore the hotel reserves the right to ask guests to lower noise levels at any time. Any guest disregarding hotel's request for decreasing noise levels will be asked to leave the hotel.

16. **Wi-Fi Lounge/Banquet Room:** When renting the Wi-Fi Lounge/Banquet Room, guest agrees to **NOT** move any of the furniture in either room. Guest agrees to stay with the Floor Plan Form and Room Rental Form signed and agreed upon by both event contact and Event Coordinator. Please ask for any necessary and permitted moving to be done by our staff. The Beacon Hotel Oswego NY reserves the right to charge for any repair or compensation for any loss and/or damage caused by you or those attending your event. Guest(s) also agrees to stay in room rented and to keep doors to Wi-Fi Lounge/Banquet Room closed to decrease noise to the remainder of the hotel.

17. **Linens:** Linens must be used on tables during any event. The Beacon Hotel Oswego NY has white linens available to rent for \$5.00 per table. If you do not wish to use ours, you must provide your own linens for each table used.

18. **Booking all Rooms:** In the event of any persons wishing to book all rooms in the Hotel, a \$250.00 deposit is required. The deposit is to secure the rooms for family/friends and/or guests to make their separate reservation(s). Once all rooms are reserved by the separate parties, the \$250.00 deposit may then be used toward either your reserved hotel room or toward the event taken place at the Beacon Hotel Oswego NY, if either situation applies. Once all rooms are reserved, the \$250.00 deposit may be refunded if you do not need the deposit toward your reservation costs. We will hold rooms up to thirty (30) days prior to the date of arrival. We will then open the remaining rooms to the public.

19. **Departure:** ALL parties/events are to be ended and all party/event guests must be departed by **9:30 PM**. This is to insure all guests staying at the Beacon Hotel Oswego NY are guaranteed their quiet time. Quiet hours start at 10:00PM. If you have reserved ALL fourteen (14) rooms of the Hotel, there could be an exception to the 9:30 departure. However, it must be discussed with and approved, in writing, by Beacon Hotel Oswego NY management

20. **Parking:** The parking lot is for overnight hotel guests only. Additional parking for your guests is permitted on both sides of Bridge Street, 5th Street, and 6th Street sides. Please be sure your guests are aware of this policy.

Name

Event Date

Signature

Date of Signature