



BY CHOICE HOTELS **Comfort Inn & Suites Bremerton**

### **Letter of Agreement for Meeting Facility Rental**

Thank you for choosing Comfort Inn Bremerton to host your special event. We are looking forward to serving you and making your event a success. The following paragraphs outline our policies.

The hosting/renting party agrees to indemnify and hold harmless Comfort Inn & Suites Bremerton, its' owners, officers, agents and employees, from and against any and all claims, losses, and/or damages whatsoever the nature, including attorney fees, arising out of, in connection with or incident to this contract, to the maximum extent permitted by law. The hosting/renting party agrees to assume full responsibility for the conduct of its' guests and third parties hired to perform services for hosting/renting and further agrees to indemnify, defend and hold harmless Comfort Inn & Suites Bremerton for any injury, damage, suits or claims which may arise from the intentional reckless, or negligent acts or omissions of hosting/renting party, its' guests or third parties hired to perform services for hosting/renting party.

The hosting/renting party shall remove all decorations from the room at the conclusion of their event and agree to pay any damages and excessive clean up costs as a result of their guests' actions.

In the event the facility is damaged by fire, flood, etc. and cannot be occupied, the hosting/renting party shall not hold Comfort Inn & Suites Bremerton responsible for any lost revenues, expenses or other damages. A full refund of monies paid to Comfort Inn & Suites Bremerton will be issued to the hosting/renting party, should it be necessary to cancel the event.

Termination of this agreement must be received in writing. If cancellation occurs the non-refundable security deposit of \$\_\_\_\_\_ will be retained by Comfort Inn & Suites Bremerton.

#### **Force Majeure**

The performance of this agreement by either party is subject to Acts of God, war within the continental USA, governmental authority including Homeland Security at "red" status at anytime 30 days prior to guestroom arrival date, disaster, strikes (exception: Hotel may not terminate this contract for situations involving the Hotel's employees) civil disorder within twenty (20) miles of the Hotel, curtailment of transportation facilities (preventing at least 50% or more of the Group's attendees from attending), or any other emergency making it illegal or impossible to provide the facilities or to hold the meeting. This contract may be terminated without a cancellation charge for any of the above reasons by written notice from one party to the other.

The Hotel shall refund all deposits and/or prepayments made by the Group within five (5) days of the notice of termination.

All food and beverages arrangements must be made and purchased through, August Wynn Fine Foods the exclusive catering provider of Comfort Inn & Suites Bremerton. Exceptions may be made to meet the needs of the specific event.

Outside food and beverages are strictly prohibited in the Public & Meeting Room Areas in accordance with the WA State Liquor Control Board. WA State Liquor Laws will be enforced. Exceptions may be granted.

To ensure every detail is arranged in a professional and timely manner, Comfort Inn & Suites Bremerton requires your menu selection(s), guest count; along with specific details for the event, be finalized at least two weeks (14) days prior to the scheduled event.

**Payment-** the non-refundable security deposit is due at the time the signed Letter of Agreement is finalized and rooms are reserved. Payment of the estimated balance is due fourteen (14) days prior to the event. Payment must be made in the form of cash, check, or credit card.

Direct Billing accounts may be authorized for corporate/business events. The non-refundable security deposit still applies and balance will be paid/posted on the day of the event.

Signed (Renting/Hosting Party)

\_\_\_\_\_ Date: \_\_\_\_\_

Signed (Comfort Inn & Suites)

\_\_\_\_\_ Date: \_\_\_\_\_