

BEST WESTERN
Coastline
Conference & Event Center

501 Nutt Street
Wilmington, North Carolina 28401
Phone 910-762-5184 Toll Free 800-617-7732 Fax 910-763-4576

The following represents an agreement between the Best Western Coastline Conference & Event Center and _____. The details of your event are listed below, which outlines specific conditions and services to be provided.

Organization:

Company Name
Street Address
City, State & Zip

Contact:

Contact Name
Contact Phone Number

Name of Event:

Event Name

Contracted Sleeping Rooms:

DAY	DATE	ROOM TYPE	# ROOMS	RATE
TBD	TBD	Suite/King/Double/Queen	TBD	TBD

The above room rates are non-commissionable. Room occupancy tax rate is 12.75% per night. A \$10.00 per night charge is added for each additional person over two people per room. All rooms booked on Friday's and Saturdays are subject to a two night minimum.

RESERVATION METHOD:

The reservation cut off date is _____ (*one month prior to group arrival*). When the cut off date has been reached no reservations will be accepted at the special group rate. The hotel will continue to accept reservations after the cut off date on a space and rate availability basis.

Check-In Time: 3:00pm

Check-Out Time: 11:00am

Meeting Space Agenda:

Date	Event	Time	# PPL	Room	Meeting Room Rental
Included in the price of the meeting room rental, the Coastline Conference & Event Center will provide the tables & chairs.					
All evening events end at midnight, an additional \$150.00 per hour for each hour past midnight.					

A/V and Miscellaneous Services:

Linen Available - Lap Length-\$6.00/ea., Floor Length-\$10.00/ea.
Audio Visual Price List can be provided upon request

Catering Policy:

The Best Western Coastline Conference & Event Center now operates with a list of approved caterers for all food functions there are no exceptions in deviation from this list (see attached).

Catering Information:

Caterer – TBA – CONTACT SALES OFFICE WITH CATERER ONCE CONFIRMED

Liquor Policy:

The Client and Caterer acknowledges and understands that the distribution and consumption of all alcoholic beverages must be in accordance with the laws, statues and regulations of the State of North Carolina.

Payment Requirements:

Full Room Rental is due with the return of the signed contract. All Functions are required to have a credit card on file with The Best Western Coastline Conference & Event Center. Please fill out the credit card information below **(this portion must be filled out before your event will be confirmed)**. Any miscellaneous charges (linens, audio visual, staging, dance floors, and any other items we have to special order for your event) will be billed to this Credit Card on file **72 hours** prior to the event.

Credit Card Number: _____

Expiration Date: _____

Name of Cardholder: _____

Telephone Number: _____

Fax Number: _____

Signature: _____

Cancellation Policy:

In order to receive a **full** refund of the deposit, the event must be cancelled within **90** days of the event.

Parking:

The Coastline Conference & Event Center shares parking with the Best Western Coastline Inn. As we try to provide parking at no charge it will sometimes become necessary to use alternative parking. Parking decks are located at Front & Chestnut, and 2nd Street and Walnut, both within 2 blocks of the Center.

Acceptance of Group Contract:

Please sign and return a copy of the Agreement by _____ (*date will be determined based on group*). This Agreement will constitute a binding contract between the two parties. The individuals below represent that each is authorized to bind his or her party to the Agreement. If this Agreement is not received by the date above, the Best Western Coastline Inn Conference & Event Center reserves the right to release all sleeping rooms and meeting room space referred to herein. The Best Western Coastline Conference & Event Center and _____ have agreed to and have executed this agreement by their authorized representatives as of the date indicated below.

Organization's Authorized Signature	Title	Date
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Best Western Coastline Conference & Event Center	Date
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Coastline Conference & Event Center

Facility Rules & Regulations

Access/Hours of Operation

- Event guest will be admitted to the contracted room and will be expected to depart at the times stated on the contract.
- The normal maximum contractual hours of occupancy for events is 10 hours scheduled between 6:00 am – 11:59 pm. Arrangements regarding activities beyond these hours must be made with the Conference & Event Center and will be subject to \$150.00/per hour overtime charges.

Abandoned Equipment/Lost or Mislplaced Articles

- The Conference & Event Center shall assume no responsibility for damage to or loss of any items left in the room prior to or following any event.
- Any article or equipment remaining at the Conference & Event Center past the expiration of the rental period may be considered abandoned and may disposed of by the Center as deemed necessary at the group's expense.
- The Conference & Event Center shall have the sole right to collect and have custody of any article left on the premises by the attendees and to provide for the disposition thereof.

Alcohol Policy

- The Client and Caterer acknowledges and understands that the distribution and consumption of all alcoholic beverages must be in accordance with the laws, statues and regulations of the State of North Carolina.
- The Conference & Event Center reserves the right to check any and all packages being brought into the center.

Audio Visual

- Audio Visual equipment is available through the Conference & Event Center's in house audio-visual company.

Decorating/Signs/ & Displays

- All equipment displays must have a plastic floor liner to prevent carpet damage.
- Do not attach anything, by any means, to walls or doors without prior approval.
- The use of scotch tape or decals on walls, floors, partitions, doors or windows is prohibited.
- The Conference & Event Center requires the use of quality carpet tape when using tape in carpeted areas and is responsible for the removal of all tape residue marks on the exhibit floor.
- Removal and damage costs incurred by the Conference & Event Center from the use of inferior tape will be charges to the event.
- The use of nails, tacks, brads, screws or other driven fasteners is prohibited.
- Notify the Event Coordinator of any banners needed to be suspended.

Electrical Services

- Wall and permanent building utility outlets are not part of a booth space and are not to be used by exhibitors unless specified otherwise.
- See you Event Coordinator to prearrange your electrical requirements.
- All equipment must comply with all federal, state and local safety codes.
- Electrical rates quoted for all electrical connections include service to the booth. They do not include connecting equipment or special wiring.
- Exhibitors are expected to provide their own extension cords. (UL approved Utility Cord)

Equipment

- All Conference & Event Center equipment such as food and beverage carts, table carts, dollies, jacks must be returned to the Conference & Event Center after the event move-in/move-out.
- Any damage to the above equipment will result in an additional expense to the event.

Fire Cabinets, Pull Stations, Aisles and Exit Doors

- Do not block any doors marked with an overhead exit sign.
- Each of these must be visible and accessible at all times. Contact your Event Coordinator immediately if you find one of these within your exhibit area, and adjustments to space and equipment may be required.
- Stay within your designated booth area. Chairs, tables, and other display equipment must be clear of all aisles, and exit areas.

Food and Beverage Events

- The Conference & Event Center offers a preferred list of caterers for your convenience. Any contracts for food and beverage provisions are made by the client directly with the caterer. The Conference & Event Center maintains all rights for coffee breaks, and concession areas. All food and/or beverages served, offered and/or sold in any part of the Conference & Event Center's premises must be provided and served by a caterer who has met the requirements and entered into a signed catering agreement with the Conference & Event Center.
- The Client and Caterer acknowledges and understands that the distribution and consumption of all alcoholic beverages must be in accordance with the laws, statues and regulations of the State of North Carolina.

Freight/Mail Deliveries

- Deliveries received on site should be addressed to the appropriate show or event.
- Freight deliveries for an event may arrive no more that two business days prior to the event. Freight arriving sooner than 2 days prior to the event will be refused.
- Freight to be shipped must be picked up with 2 days after the event.

Insurance

- At the desecration of the Conference & Event Center we may require the lessee to provide proof of insurance, as required below, at least 10 days prior to the scheduled event. Such proof shall be in the form of a certificate of insurance evidencing the existence of commercial general liability insurance applicable to premises and operations hereunder with liability limits at least in the amount of \$1,000,000 per occurrence: combined single limit bodily injury and/or property damage. Liability insurance covering all owned, non-owned required of the state of North Carolina.
- The certificate shall show the lesser, Conference & Event Center and its agents, as additional named insured under the policy and shall contain substantially the following statement “The insurance described in this certificate will not be cancelled or materially altered unless ten (10) days written notice has been received by the lesser”.
- Please present this outline when obtaining event insurance.

Move-In/Move-Out Policies

- In the event the Conference & Event Center is not vacated by Lessee upon the expiration of the Term, Management is authorized to remove from the Conference & Event Center, at the expense of the Lessee, all goods, wares, merchandise and property of any kind left therein, and Management shall not be liable for any damages to or loss of such goods, ware, merchandise, or property which may be sustained by reason of such removal, and the Management is hereby released from any and all claims for damages of whatever kind of nature, including but not limited to non-use or unavailability of such property.

Outside Solicitors

- Soliciting is not permitted on the Conference & Event Center property.
- Unauthorized picketing is strictly prohibited by the Conference & Event Center. The appropriate City of Wilmington permit must be approved and on file.

Parking

- The Conference & Event Center shares parking with the Best Western Coastline Inn. As we try to provide parking at no charge it will sometimes become necessary to use alternative parking. Parking decks are located at Front & Chestnut, and 2nd Street and Walnut, both within 2 blocks of the Center.

Payment

- Full Room Rental is due at the signing of all contracts, and all functions are required to have a credit card on file.
- In order to receive a full refund of the room rental fee, the event must be cancelled within 90 days of the event.
- Any cancellations within the 90 days period will forfeit room rental fee.

Safety

- The Conference & Event Center's goal is to provide a safe enjoyable environment for every event and our guests. And any all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be made immediately.

Security

- The Conference & Event Center will arrange for security personnel as required by the Conference & Event Center and/or the exhibit manager and charged to the lessee at the prevailing rates.
- Any person whose conduct is objectionable, disorderly or disruptive to the Conference & Event Center's use or is in violation of any law shall be refused entrance or shall be immediately ejected from the premises. Lessee assumes full responsibility for the acts and conducts of its exhibitors, agents, employees, licenses, invitees and attendees of the event.

Smoking

- Smoking is not permitted in the Conference & Event Center
- Outside area have been designated as smoking areas.
- Any damage to the building from smoking will result in an additional expense to the event.