

# CABLE MOUNTAIN LODGE



## Conference Room Rental Contract and Policies

The members of the Cable Mountain Lodge team wish to thank you for considering our property during your upcoming retreat, gathering, workshop, reception, etc. We will do our part to offer a facility and environment that is suitable for your needs. If any questions remain unanswered upon review of this agreement, please let us know. We want to assist so your preparations may all go according to plan. Thank you.

*Conference Room 20"x40" (800 sq/ft) with standard seating for up to 52 persons  
or banquet seating for up to 52 persons  
or classroom seating for up to 32 persons.*

### Conference Room Pricing

	Hourly (2 Hour Minimum)	4 Hour Block	Full Day Block
<b>CML Guests</b>	<b>\$20.00</b>	<b>\$65.00</b>	<b>\$125.00</b>
<b>Non-CML Guests</b>	<b>\$35.00</b>	<b>\$125.00</b>	<b>\$225.00</b>
<b>Deposit Required</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$150.00</b>

### Hours of Rental Use

- The conference room is available for rental from 7am- 9pm daily.
- The minimum rental period is two (2) hours.
- Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, coordinator, florist, etc.
- The room must be vacated of all persons and belongings by the time specified on the Conference Room Request Form.

**Available Equipment or Services Upon Request**

<u>Item</u>	<u>Fee</u>	<u>Deposit</u>
Table (8) (96"x30")	n/a	n/a
Chairs (52)	n/a	n/a
Dry Erase Board	n/a	n/a
Projector	\$10.00	\$50.00
Flat Screen/DVD Player	\$10.00	\$50.00
Coffee and Light Snack*	\$2.50/person	n/a

\*Light snack may be bagels, muffins, cookies or trail mix--or a combination upon request. This will be provided based on quantity of persons. Also, water and tea will be provided.

**Group and Event Information**

**(based on information provided on Conference Room Request Form)**

Group/ Entity Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Authorized Representative or Leader to Be On Location: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Dates/Time – Additional lines for multiple day event**

Date(s)	Set Up Time	Function	Clean Up Time	Total Hours

**Rental Fee(s) and Deposit(s)**

Description	Amount
Room Rental Fee	
Room Deposit Fee	
Light Snack Fee	
Equipment Rental	
Equipment Deposit	
Alcohol Deposit	
<b>Total Rental Fee(s)</b>	
<b>Total Deposit(s)</b>	

Deposit Due Date \_\_\_\_\_ 50% Rental Fee & Deposit \_\_\_\_\_

Balance Due Date \_\_\_\_\_ in the amount of \_\_\_\_\_

Deposit Refund Date \_\_\_\_\_ Pending approval to the amount of \$ \_\_\_\_\_

**\*\*\*Please Fill in the Following Payment Information\*\*\***

<b>Payment Type</b>	
Name & Company (as it appears on the card or check) _____	
Credit Card # _____	Expiration Date _____
Check# _____	

**Equipment Policy**

- Applicants are responsible for providing equipment needed in addition to the equipment mentioned above.
- Applicants are responsible for the repair of any damage incurred to CML's equipment while in the group's use.
- Applicants may bring their own audio equipment or use outside vendor. CML offers no guarantee of compatibility of outside equipment.
- If additional equipment is required, group is responsible for arranging rental of the equipment, set-up and dismantling. Delivery and pickup must be within the hours of the group's paid schedule.

## **Rental Policy**

All deposits/rental fee(s) must be submitted with signed Conference Room Request Form and Conference Room Rental Contract and Policies Form to reserve the conference room.

## **Deposit Requirements**

A deposit will be required to ensure proper care is taken with respect to the room and equipment. In the event there are no violations of the rental policy, damage to the facilities and equipment, or excessive cleaning required the deposit will be refunded within one week after your event.

Security deposit and one-half rental fee(s) must be paid sixty (60) days in advance of scheduled event. Final payment of rental fee(s) will be due thirty (30) days in advance of scheduled event.

## **Alcohol Policy**

An additional deposit of \$250 will be held for events where alcohol is served. Requests to serve alcohol must be approved by Cable Mountain Lodge management prior to your event. If no prior approval is given, the applicants may forfeit their deposit.

Events open to the general public or private events that charge for alcohol served must adhere to Utah State DABC rules and regulations and provide a copy of the single event permit with final payment. Privately hosted events, which are closed to the public and do not charge for alcohol or admission, do not need a DABC permit.

## **Cancellations, Changes and Refunds**

- Any changes requested will be based on availability. Any changes in rental hours less than thirty (30) days prior to rental date may be assessed additional fees up to \$150.
- All cancellations will be charged a processing fee of 5% which will be withheld from the security deposit.
- If cancellation request is received at least thirty (30) days prior to the rental date the deposit and fees will be refunded, less a processing fee of 5%.
- If the request is received less than thirty (30) days prior to the rental date the applicant may forfeit all fees paid.
- Refunds are not issued for unused hours.
- Cable Mountain Lodge accepts no responsibility for cancellations due to inclement weather, natural disasters or other acts of God. All of the above restrictions and penalties may apply.

### **Facility Setup/Clean up**

- Renter is responsible for the cleanliness of the facility upon conclusion of the event; a cleaning fee of up to \$150 will be assessed if the conference room is not returned to its original state. Vacuum cleaning and chair, table and equipment take-down will be provided by Cable Mountain Lodge.
- No used materials or trash is to be left in the facility.
- Leftover food must be removed.

### **Parking Policy for Non-Lodge Guest**

- Additional parking for non-lodge guests may be arranged upon request on a case by case basis.

### **Additional Services**

- In-house copies are available for (\$0.10) per a copy.
- Fax Charges Incoming (\$1.00) Outgoing (\$1.50) per a page.

### **Decorations and Signs**

- No signs, posters, or decorations of any kind are to be used in the room, unless approved by CML management.
- No adhesive tape, tacks, nails, staples are to be used on the conference room walls and/or furniture.
- No candles or open flames are permitted, except with proper care in the use of chafing dishes or other catering-related items.
- In the event proper authorization is not received and damage results, the full cost of repair and/or replacement will be charged to the renter.

### **Noise and Loud Music**

- All conference room attendees must be considerate of businesses surrounding the conference room and other lodge guests. Any behavior or activity considered disruptive or harmful to adjacent businesses or other lodge guests must honor any request to cease. Music for the purpose of entertainment or dancing may be permitted with prior approval from CML management.

**General Rental Information**

- Cable Mountain Lodge will not assume responsibility or liability for personal property and equipment brought onto or left on the property.
- An authorized representative, from the rental party, must remain on the premises throughout the period it is reserved. Groups composed of youth (under the age of 18) must be supervised at all times by at least one adult for each sixteen (16) youths.
- This is a non-smoking facility. Designated smoking areas are available. According to Utah State Law, no smoking is permitted within 25 feet of a public entrance.
- No pets are permitted inside or outside of the facilities on the property.
- Cable Mountain does not supply ladders, extension cords for the applicants use.
- One key to the Conference Room entry doors may be provided to an authorized representative upon request. Key must be returned upon departure. If key is lost or not returned, a \$50 fee may be assessed for re-keying of the doors.
- Any matters not specifically covered in this agreement shall be subject solely to the discretion of Cable Mountain Lodge.

Cable Mountain Lodge should have full power in the matter of interpretation, amendment and enforcement of all said policies, and any such amendments when made and brought to the notice of the applicant shall be and become part of hereof as though duly incorporated herein and subject to each and every one of the terms and conditions herein set forth.

The undersigned, hereby agrees to be responsible for any damages to the facilities occurring and by this uses, and agrees to take responsibility of all the conduct of all persons attending their function. The applicant also agrees to indemnify Cable Mountain Lodge and their respective, officers, agents, employees, from and against all bodily and personal injury, loss, claims or damage to any person or property arising in any way from the use or occupancy of the facilities herein contracted by the applicant, its employees, agents, licensees, contractors, invitees. The undersigned has read through this agreement and agrees to comply with the rules and regulations listed therein.

Applicant's Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Cable Mountain Lodge Representative \_\_\_\_\_

CML Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_