

# 2105 – Brook Pointe Resort Meeting Room Agreement

The meeting room can accommodate 50-60 people comfortably. We rent the meeting room in blocks of four hours only. If you would like to reserve the room for more than four hours, you must book the room for another four-hour block. Set up and tear down is included in the four-hour block. When leaving the meeting room, it is your responsibility to make sure trash has been thrown away, tables have been wiped down and all tables and chairs put away. This will ensure you get back your cleaning deposit. This room is not rentable in single hour blocks. The meeting room is bookable between 8:00 AM to 9:00 PM. Use of the meeting room does not guarantee the use of the pool or any other facilities at the hotel. Common areas must remain usable by other guests at the hotel. It is possible your event might overlap other events at the hotel. The room will be setup either with option 2 or completely empty. If you need the room setup differently, please select your layout below. You may move tables and chairs to meet your needs within the room. **NO GLITTER, NO CONFETI, AND ONLY PAINTERS TAPE MAY BE USED FOR DECORATING**

## Guest Information:

Group Name: \_\_\_\_\_ Folio #: \_\_\_\_\_  
 Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_ to \_\_\_\_\_  
 Mobile #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

## Package Selection – Mark your selection:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Meeting Room 4-Hour Rental<br>\$150.00 | <input type="checkbox"/> Meeting Room 8-Hour Rental<br>\$175.00 | <input type="checkbox"/> Meeting Room 24-Hour Not Comped<br>\$195.00 |
|---|---|--|

## Package Add-On:

- |  |                                       |
|--|---------------------------------------|
| _____ \$10.00 per day - Water in pitchers (unlimited refills during breaks)        | _____ \$3.00 per person unlimited pop |
| _____ \$20.00 per day - Coffee for each pot (Regular & Decaf available)            | _____ \$1.00 Each Bottled Water       |
| _____ \$10.00 Custom Layout of tables and chairs                                   | _____ \$30.00 Each Vegetable Platters |
| _____ \$3.00 each tablecloth rental  | _____ \$25.00 Each Cookie Platter     |
| _____ \$10.00 One Pitcher of Pop   |                                       |
| _____ \$25.00 Use of video projector (must have basic Chromecast knowledge to use) |                                       |

## Custom Layout: Please select

Standard Room Layout

Option 1 Meeting Room Layout

1605 - Option 2 Meeting Room Layout

1605 - Option 3 Meeting Room Layout

1605 - Option 4 Meeting Room Layout

1605 - Option 5 Meeting Room Layout

1605 - Option 6 Meeting Room Layout

**Design your Layout:**

## Signatures: Please return to [info@brookpointeinn.com](mailto:info@brookpointeinn.com)

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 BPR Signature: \_\_\_\_\_ Date: \_\_\_\_\_