



Wiesbaden Entertainment Center  
 Conference Agreement  
 Special Party Control # \_\_\_\_\_



**Title of Event:** \_\_\_\_\_  
 \_\_\_\_\_  
**Day/Date/Time:** \_\_\_\_\_  
 \_\_\_\_\_  
**POC:** \_\_\_\_\_  
 \_\_\_\_\_  
**Telephone/ E-mail:** \_\_\_\_\_  
 \_\_\_\_\_  
**Alternative POC:** \_\_\_\_\_  
 \_\_\_\_\_  
**Telephone/ E-mail:** \_\_\_\_\_  
 \_\_\_\_\_

<b>Conference Room I or II</b>	<b>Standard \$125/4 Hrs</b>				
	<b>\$225/8 Hrs</b>	_____ Hrs X \$ _____ X _____ Days = \$ _____			
<b>Conference Room III</b>	<b>Standard \$150/4 Hrs</b>				
	<b>\$275/8 Hrs</b>	_____ Hrs X \$ _____ X _____ Days = \$ _____			
<b>Conference Room I &amp; II Combined</b>	<b>Standard \$ 200/4 Hrs</b>				
	<b>\$300/8 Hrs</b>	_____ Hrs X \$ _____ X _____ Days = \$ _____			
<b>Conference Room I, II, &amp; III Combined</b>	<b>Standard \$250/ 4 hrs</b>				
	<b>\$400/8 hrs</b>	_____ Hrs X \$ _____ X _____ Days = \$ _____			
<b>Lounge Area</b>	<b>Standard \$150/ 8 hrs</b>				
	<b>AV Support \$200/8 hrs</b>	_____ Hrs X \$ _____ X _____ Days = \$ _____			

- 25% of total fee cost deposit is due 5 days prior to the event date to secure your reservation.
- Payment in full is due NLT the last day of the event.
- A signed copy of the contract to this office no later than 5 days prior to event. If you are unable to meet the prescribed deadline, please contact our administration office.
- The final headcount and set-up requirements are due 5 days prior to event in writing via email (WEC@eur.army.mil or 0611-505-6796).
- Decorations must be approved by the management. It is the client's responsibility to remove decorations at the end of the event. Failure to do so may result in additional charges.
- Use of audio/visual equipment requires a sound test and laptop compatibility check 5 days prior to the event. The WEC will not be responsible for issues that arise without aforementioned checks done prior to the event.

**FIRE AND SAFETY REQUIREMENTS:**

No fire exit or door will be blocked closed or open.  
 No fire exit or door will have any hindrance reducing the normal width of the doorway.  
 Exit lights will not be covered or turned off.  
 Fire extinguishers will not be moved, hidden, covered or in any way made inaccessible.  
 Electrical cables, speaker cables and microphone cables will not be laid on nor taped to the floor in a manner that could cause a tripping hazard.  
 Combustible materials, candles, smoke or fog machines are not allowed in the facility.

**DAMAGE PREVENTION:**

Deter from stapling or tacking of linens or decorations to any fixtures or furnishings or walls.  
 Banners, placards or other materials cannot be attached to the walls, ceiling or floor.  
 The use of confetti, glitter, sparkles, soap bubbles, sand, and straw or pine bales is strictly forbidden.  
 The Wiesbaden Entertainment Center reserves the right to deny any activity or equipment usage that could damage the center or its content.  
 Clean-up or repair fees will be charged to any event violating listed restrictions and/or to any event whose activities or decorations cause excessive clean-up.

By signing below, you are stating that you understand and agree to the above.

X \_\_\_\_\_  
 ID CARD HOLDER SIGNATURE & DATE

X \_\_\_\_\_  
 WEC STAFF SIGNATURE & DATE

