

Wiesbaden Entertainment Center
Conference Agreement



Title of Event: _____

Day/Date/Time: _____

POC: _____

Telephone/ E-mail: _____

Alternative POC: _____

Telephone/ E-mail: _____

Conference Room I or II	Standard \$75/4 Hrs	<input type="text"/>	Hrs X \$	<input type="text"/>	<input checked="" type="checkbox"/>	Days = \$	<input type="text"/>
	\$100/8 Hrs						
	Additional Hour \$ 10.00					Total	
Conference Room III	Standard \$100/4 Hrs	<input type="text"/>	Hrs X \$	<input type="text"/>	<input checked="" type="checkbox"/>	Days = \$	<input type="text"/>
	\$150/8 Hrs						
	Additional Hour \$ 15.00						
Conference Room I & II Combined	Standard \$ 125/4 Hrs	<input type="text"/>	Hrs X \$	<input type="text"/>	<input checked="" type="checkbox"/>	Days = \$	<input type="text"/>
	\$200/8 Hrs						
	Additional Hour \$ 20.00						
Conference Room I, II, & III Combined	Standard \$150/ 4 hrs	<input type="text"/>	Hrs X \$	<input type="text"/>	<input checked="" type="checkbox"/>	Days = \$	<input type="text"/>
	\$300/8 hrs						
	Additional Hour \$ 30.00						
Lounge Area	Standard \$75/ 4 hrs	<input type="text"/>	Hrs X \$	<input type="text"/>	<input checked="" type="checkbox"/>	Days = \$	<input type="text"/>
	\$125/8 hrs						
(Lounge Area may only be used until 1600)							

1. A signed copy of the contract to this office no later than 15 days prior to event. If you are unable to meet the prescribed deadline, please contact our administration office. (DSN 548-9404 or 0611-143-548-9404)
2. The final headcount and set-up requirements are due 5 days prior to event in writing via email.
3. 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 up to \$50.
4. 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(s) or door(s) will be blocked or left open.
 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 painted 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