



Foundation Room

Reservation Agreement

*Foundation Room Reservation Agreement between the
Portage County Business Council and*

Company Name: _____

I agree to pay the
Portage County Business Council Foundation:

_____ **\$ TOTAL**

to reserve the Foundation Room on
Date _____
Time _____

A signed contract and payment must be received before the date of reservation. Maximum capacity is 45-50 people depending on the layout (45 chairs are provided along with ten eight foot tables). The Foundation Room is located in the Portage County Business Council building at 5501 Vern Holmes Drive in Stevens Point (715-344-1940).

KITCHEN FACILITIES ARE NOT AVAILABLE.

AGREEMENT TERMS:

1. Any/all waste needs to be placed in receptacles and needs to be separated between that which is recyclable and that which is not. Recycling and trash baskets are provided.
2. All tables used shall be cleared. Please keep in mind that the condition in which you leave the room is the condition the next renter will receive. This is the only way the Business Council can provide discounted room rental rates.
3. The Foundation Room will be available for times specified in the contract. A signed contract and payment must be received before the date of reservation. If you wish to use the room outside of our normal working/renting hours of 8:00 am - 4:00 pm please let us know before signing the contract. There may be an additional charge. Also, if key deposit is required, please come into our office to pick up key and to be shown how to unlock door.

CANCELLATION TERMS:

- ◆ 7 days or over = **100% Charge**
- ◆ 6 days or less = **50% Charge**

OFFICE USE ONLY

Paid Check # _____ Staff Initials _____ Title of Event/Sponsor: _____ Other: _____
 Cancelled Rescheduled Date rescheduled for: _____ Key picked up: _____ Key returned: _____



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THE FOLLOWING ARE IN AGREEMENT:

PCBC Representative
Portage County Business Council, Inc.

DATE

RENTER SIGNATURE

NAME (Printed)

BUSINESS NAME

PHONE

DATE