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| Function Name: | |
| Contact Name: | |
| Contact Number: | |
| Contact Email: | |

Event Space options / prices

| Dates Needed:  | Hotel BV Conference RM 3 rd floor of Hotel | South Beach Event Center This event space is a half a mile from hotel. | Café (after 11am) 3 rd floor of Hotel | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|--|-----------------|--------------|----------------|-----------------|--------------|---|---------------------|------------------|---------------|--------------------------|------------------|---------------|-----------------|------------------|---------------|---|----------------|-----------------|--------------|----------------|-----------------|
| | | <table border="1"> <tr> <td>Weekday</td> <td>\$400.00</td> <td>50ppl</td> </tr> <tr> <td>Weekend</td> <td>\$600.00</td> <td>50ppl</td> </tr> </table> <p>+ terrace = \$2500.00 (for private)</p> | Weekday | \$400.00 | 50ppl | Weekend | \$600.00 | 50ppl | <table border="1"> <tr> <td>Entire space</td> <td>\$2500.00</td> <td>360ppl</td> </tr> <tr> <td>Sapphire Ballroom</td> <td>\$1500.00</td> <td>200ppl</td> </tr> <tr> <td>Aqua Bar</td> <td>\$1000.00</td> <td>150ppl</td> </tr> </table> | Entire space | \$2500.00 | 360ppl | Sapphire Ballroom | \$1500.00 | 200ppl | Aqua Bar | \$1000.00 | 150ppl | <table border="1"> <tr> <td>Weekday</td> <td>\$200.00</td> <td>35ppl</td> </tr> <tr> <td>Weekend</td> <td>\$400.00</td> <td>35ppl</td> </tr> </table> | Weekday | \$200.00 | 35ppl | Weekend | \$400.00 |
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| Entire space | \$2500.00 | 360ppl | | | | | | | | | | | | | | | | | | | | | | |
| Sapphire Ballroom | \$1500.00 | 200ppl | | | | | | | | | | | | | | | | | | | | | | |
| Aqua Bar | \$1000.00 | 150ppl | | | | | | | | | | | | | | | | | | | | | | |
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See last page of contract for layout details on South Beach Event Center

Hotel Beach View Conference Room includes:

- 15 6ft rectangle tables, 50 chairs

Event Center Rental includes

- 25 6ft rounds, 40 8ft rectangles, 200 chairs, 10 High Top Cocktail tables

Add ons (includes set up and break down)

- Projector and screen - \$50.00 per projector (2 available)
- Podium and Microphone - \$100.00
- Lavalier- \$50.00
- Flip Chart- \$60.00 includes stand and markers

Initial: _____



SOUTH BEACH
 BILOXI
 HOTELS & SUITES
 1735 Beach Blvd Biloxi, MS 39531
Ajohnson@sbbiloxihotel.com
 228. 456.9007

- Pipe and Drape - \$1800 per room, White or Black available
- Up light and accent lighting - \$ 300 per room

Reservations and Payment: Event rental reservations require a 50% rental deposit payable by check or credit card made out to South Beach Hotel at the time of booking, unless prior arrangements are made. The balance is due 30 days prior to the event. In order to finalize a signed Rental Agreement, with any additional documents required mentioned below, and rental deposit must be returned to South Beach Hotel Verbal approval or partial submission of required documents or payments does not assure availability of the South Beach Biloxi Hotel and Event Center venues.

Room block: In the case that a room block is needed we will offer a group discount for 10 rooms or more. Your group will be assigned a rate code and will able to book online or call the hotel directly. 30 days prior to check in the group rate will be dropped and rooms will no longer be held at the group rate. If the room block is cancelled within 30 days of checking in, the card on file will be responsible for the first room night and tax for all reservations made. The room block will be finalized and set up with the Hotels Sales Manager. The chart below is the room rates and availability available for the group dates. Please indicate in the “hold” column how many rooms you would like to hold. We will provide you with the group code after the group has been booked. We offer free breakfast, parking and WIFI to our hotel guest.

Check in: _ _____ Check out: _____ Group rate code: _____

| Room Type | Group Rate | Availability | Sleeps | Hold |
|------------------------------------|------------|--------------|--------|------|
| STSK (Studio Suite city view) | | | 4 | |
| STDK (Studio suite practical view) | | | 4 | |
| 1BDK (One Bedroom Deluxe) | | | 4 | |
| 2BDK (2 bedroom Deluxe) | | | 6 | |

Bridal Suite and additional accommodations: South Beach Hotel is proud to offer luxurious and spacious accommodations to the bridal party for the weekend of your wedding. We can offer this amazing 2-bedroom suite as a space for getting dress and a pre honeymoon stay for the bride and groom after the wedding festivities. This room has a beautiful view with wrap around balcony boasting 2 bedrooms, 2 bathrooms and a full kitchen being plenty of room for everyone to enjoy the day together. A fresh fruit tray and snacks will be delivered at a preschedule time the day of the wedding. This room rate will be based off of the group rate given to the guest, but if you stay 2 nights you will receive the 3rd night free, which can be used before or after the weekend, but must be consecutive days.

Initial: _____



Security: Security may be required at certain events as determined by the South Beach Biloxi Hotel in its sole discretion. Required security shall be obtained by the event center administration and paid for by the Renter. The security fee (if required) shall provide security for one hour more than the actual event to allow coverage prior to and after the event.

- \$25 per guard, per hour

Food and Beverages: South Beach Events will provide all food and beverage, with the exception of bride and groom's cake. No food and beverage of any kind will be permitted to be brought into or taken from the event space by any guest, any other persons or invitees. South Beach Hotel and Event Center cannot allow left over food to be brought home by guest; it is a violation of the health code for leftover banquet food to be removed from the event facility.

- Cake cutting fee: \$1.00 per person, this is in the case of a cake being brought into the building that we did not prepare, we will provide plates, silverware and will serve the cake.

South Beach Hotel and Event Center, as an alcoholic beverage licensee, is bound by all local and state regulations governing the sale, service and consumption of alcoholic beverages on its premises. By state law, no alcoholic or non-alcoholic beverages may be brought into the event center for a banquet function. A bartender will be provided for any functions a bar is needed. If a bar is requested for the Sapphire room (south ballroom), a \$175 bar set up fee will be applied to the food and beverage bill per bar requested. Same fee will be applied if requesting a cash bar instead of a hosted bar. South Beach Biloxi Event Center will provide all glassware/plastic ware for bars. Customer acknowledges that the service of alcohol is subject to South Beach Biloxi Event Center's rules and regulations and that South Beach Biloxi Event Center may at any time, in its sole discretion, suspend or terminate the service of alcohol to any individual or to a function. If alcohol service is suspended or terminated for any reason, the hotel will not be liable for any actual, consequential, incidental, special or other damages of any kind whatsoever. Customer agrees to cooperate fully with the South Beach Biloxi Event Center's efforts to comply with and enforce all such applicable rules, regulations and codes.

Smoking/Drug Free: Smoking or use of any tobacco product is not allowed inside the hotel and event center or within 20 feet of entrances or exits.

Indemnification: The Renter agrees to indemnify, defend, and hold the Board and its employees harmless from all cost and expense resulting from any claims, suits, or liabilities of any kind, including attorney fees, arising from or purporting to arise from the conduct, activity,



or any other transaction involving Renter, its guests, invitees, or any other person on the South Beach Biloxi Event Center premises at the request or invitation of the Renter or Renter's guests or invitees. This provision of the Rental Agreement shall survive the Renter's scheduled departure date from the South Beach Hotel and Event Center.

Damaged Property: The Renter will be responsible for the full cost of cleaning and/or repairing of any stains or damage, above and beyond normal wear and tear, of the event center property. This includes damage caused by the Renter, Renter's guests, Renter's service providers or any individual(s) connected to the Renter's event.

Decorations: Only battery power candles are allowed to be used. Glitter, confetti, sand or any substance that causes litter or debris inside or outside the building or on the grounds is prohibited. Tape and adhesives must be approved by the South Beach Hotel and Event Center administration. No pins, tacks, nails, or any other puncturing devices are allowed.

Facility Access: All decorations, equipment and other materials brought in for the event by the Renter must be removed from the event space by the end of the event hours unless previous arrangements have been made with the South Beach Biloxi Hotel and Event Center administration.

Removal for Unruly Behavior: Failure to comply with security or management requests, excessive noise, foul language, violation of rules and regulations, or unruly behavior may result in the Renter's removal from the premises and/or the contacting of law enforcement agencies.

Accepted Payments:

- Cashier's checks, business checks, certified checks, Cash, Visa, Master Card, Discover Card or American Express are acceptable forms of payment
- All venue checks must be made out to South Beach Event Center and received 30 days prior to event date.

Credit Card Authorization Form: A credit card authorization form must be filled out at the time of signing for the South Beach Event Center. A copy of the credit card and driver's license is also required.

Authorized representative: this person, other than the signee is authorized to make changes to this contract and be a point of contact for this event. Please print name and contact info below.



Name: _____ Email: _____
Phone Number: _____

Cancellation Policy: Cancellations received will be subject to a cancellation penalty as follows:

- 50% deposit is non-refundable
- Must cancel 90 days prior to contracted event date in order to not be charged full contracted rental fee.

Force majeure: If for reason beyond our control (including but not limited to labor strikes, accidents, government restrictions or regulations of travel, weather, or any other acts of God), the Hotel is unable to perform its obligations, then non-performance is excused with no liability other than the return of the Reservation Fee and any other advance payments. In no event shall the South Beach Biloxi Event Center be liable for consequential damages for any reason whatsoever. In the event of a hurricane hitting the direct area, putting us completely out of business at the time of your event ultimately forcing us to have to cancel your event, you will be completely refunded. In the case we are open, or are able to reopen prior to your event, and are able to clean and return the hotel and the grounds to the same level as before the storm, making it possible for you to have your event take place, your reservation fee and other advance payment will not be refunded.

Agreement:

The Individual executing this agreement on behalf of _____ represents and warrants that they have all necessary power and authority to do so.

The credit card authorization from that follows the signature line is hereby incorporated into the agreement as if fully set forth.

If the above terms meet with your approval, please sign the agreement and return it to South Beach Event Center.

We at the South Beach Event Center are looking forward to being of service to you. If you have any questions, feel free to contact me. We will be happy to serve you.

Sales Manager: _____ Date: _____

Initial: _____



Signee: _____ Date: _____

Credit Card Authorization Form

I _____ authorize the amount of
\$_____ to be charged to the credit card number provided below, for the event held at
the South Beach Biloxi Hotel and Event Center on _____.

Card Holder Name _____

Card number _____

Expiration Date _____

NOTE: Please be sure to FILL IN ALL BLANKS. We will also need a copy of the FRONT and BACK of both the CREDIT CARD and DRIVER LICENSE.

Signature _____ Date _____

South Beach Event Center Set Diagrams

Initial: _____

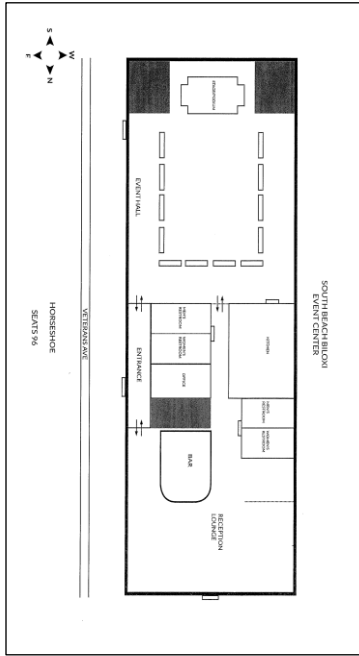


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1735 Beach Blvd Biloxi, MS 39531

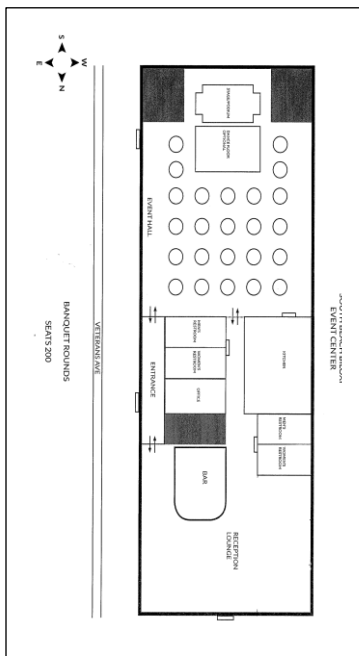
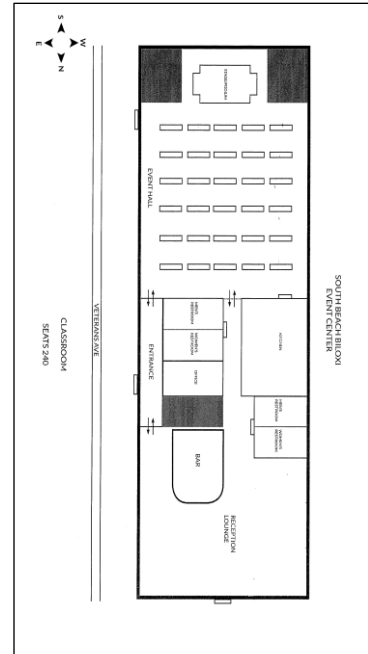
Ajohnson@sbbiloxihotel.com

228. 456.9007



U Shape
 Seating Capacity 96
 ←

Classroom
 Seating Capacity 240
 →



Rounds
 Seating Capacity 200
 ←

Stadium
 Seating Capacity 300
 →

