

RHZ CONFERENCE CENTER

Rental Contract

Thank you for choosing Rolling Hills Zoo Conference Center for your upcoming event. To ensure your event is successful, please read this contract in its entirety and sign on the second page. We look forward to hosting your group!

Prices, Rental Deposit, and Payment

1. Prices listed on the Reservation Form are our current rate. Rates are subject to change.
2. All reservations are considered tentative until the Reservation Form and Rental Contract are returned to Rolling Hills Zoo (RHZ) with a deposit payment of 50% of room rental fee.
3. Payment in full and security deposit will be required *five business days* prior to all events. Payments may be made by cash, credit card, or personal check.
Federal, state and local taxes and fees imposed are in addition to the prices agreed upon and will be charged accordingly. A sales tax exemption certificate **MUST** be provided in advance for all tax exempt groups.

Is your group tax exempt?

_____ Yes _____ No

If yes, please submit a copy of your tax exempt certificate with this contract.

Catering

1. No food or beverage may be brought into or removed from RHZ by any customer or guest.
2. RHZ catering service prices are confirmed upon receipt of signed Catering Contract. The catering contract **MUST** be returned to RHZ *30 days prior to event date*.
3. **Final guaranteed guest numbers MUST be received ten business days prior to the event. If we do not receive your final guaranteed number by that time, your estimated attendance number will become your final guarantee. Food will be prepared based on your estimated attendance.**
4. All catering is subject to a taxable 20% service charge. A taxable 25% service charge applies to parties of 15 or less.
5. Unexpected guests arriving on the day of the event who are not included in your final guaranteed number are not considered in catering preparations. Unexpected guests will be charged the regular cost for catering plus an additional \$5.00 late fee per person.

Security

1. RHZ is not responsible for damage to, or loss of personal property.
2. RHZ reserves the right to inspect and control all functions held on the property and reserves the right to refuse service to anyone who is under the influence of alcohol or drugs.
3. RHZ provides primary security for all events. Should additional security be deemed necessary, arrangements must be made through Rolling Hills prior to the event and at the expense of the customer.

Additional Arrangements

1. All decorations, displays, or electrical requirements must meet the approval of the Saline County Fire Department and RHZ.
2. No decoration or item may be affixed to the walls, floor or ceiling with tape, nails, staples, or any other substance unless approval is given at least 24 hours prior to the event.
3. Requests to change the set-up of the room made within 48 hours of the event start time are subject to availability, applicable fees, and a rate of \$50 per change request.

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Cancellation

1. Cancellation fees are as follows:
 - Prior to 90 days:** Half of the deposit amount
 - 30 to 89 days prior:** 100% of deposit amount
 - 0 to 29 days prior:** 100% cancellation fee. This will be inclusive of all anticipated room and accessory rental, as well as any anticipated RHZ catering fees.
2. The performance of all agreements is subject to any circumstance making it illegal or impossible to provide or use Rolling Hills facilities including but not limited to: Acts of God, war, government regulations, disaster, strike, civil disorder, or curtailment of transportation facilities.

Payment Procedure

A deposit of 50% of the room rental fee is due with your reservation unless you are a return client.

_____ **DIRECT BILL (must have prior approval and established credit with RHZ).**

Customer agrees to the following:

- Payment is due in full within 30 days following the event.
- Late payment fees on past due balances are computed at periodic rates of 1.5% per month (APR 18%).
- Failure to pay in full may result in your account being turned over to a collection agency, in which case any and all collection fees will be assessed to the customer.
- **Direct billing does not apply to private parties.**

_____ **CHECK OR CREDIT CARD**

- Payment must be made at the close of the event
- Customer must complete a Credit Card Authorization Form.

By signing this contract, I agree that I have thoroughly read and understand the Rental Contract and agree to the terms and conditions set out in said contract. I also understand that no room rental, rental fee or reservation of date is official or complete until the Reservation Form, Rental Contract and applicable deposit are received by Rolling Hills Zoo.

Customer Signature _____ Date _____

RHZ Signature _____ Date _____

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RHZ Use Only: Deposit Amt. Rec'd. _____ Date Deposit Rec'd. _____ RHZ Initials _____