



# CONFERENCE CENTER RESERVATION

625 N Hedville Rd, Salina, KS 67401 Phone 785-827-9488, ext. 122 Fax 785-820-8433 www.rollinghillswildlife.com

Organization / Name of event \_\_\_\_\_

Contact person \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Event day and date \_\_\_\_\_ Event contact person \_\_\_\_\_

Pre-event arrival time (open at 7:30 am) \_\_\_\_\_ Event start time \_\_\_\_\_ Event end time \_\_\_\_\_

Estimated number of guests \_\_\_\_\_ (guaranteed number due 10 business days prior to event) \_\_\_\_\_

### Room Size / Furniture Arrangement

Specify your set-up needs from the following:

- Half ballroom
- Rounds ( limit 72)
- U-shape (limit 30)
- Classroom (limit 64)
- Hollow square (limit 40)
- Theatre (limit 125)

- Full ballroom
- Rounds (limit 160)
- Classroom (limit 150)
- Theatre (limit 275)

- Podium
- Dry erase board
- Flip chart stand
- Dance floor (\$50 fee)
- Vendor tables
- Registration table
- Flags (KS and U.S.)
- Easels (2 available)
- Stage (\$50 fee)

**\$50 per vendor table, limited space available-please inquire**

Additional set-up needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Audio/Visual Set-up

Specify your set-up needs from the following:

- Podium microphone (1)
- Hand-held microphone (1)
- Lavalier microphone (2)
- Overhead projector
- LCD projector/screen
- High Speed Internet
- DVD/CD
- VCR

### Rental Fee Information

Room rental fees are daily, and include table linens, furniture arrangement, audio/visual equipment, and staff.

Daytime rate (8:00 am - 5:00 pm): \$295 (half room)  
\$445 (full room)

Evening rate (5:00 pm - midnight): \$395 (half room)  
\$545 (full room)

### Discounts

Full room discount: If Rolling Hills catering totals \$1,200 (before tax/gratuity), you receive 10% off room rental fee.

Half room discount: If Rolling Hills catering totals \$600 (before tax/gratuity), you receive 10% off room rental fee.

### Payment Procedure

A deposit payment of 1/2 the room rental fee is due with your reservation unless you are a return client.

**DIRECT BILL** - (must have prior approval & established credit with RHWA) customer agrees to the following: **payment in full is due within 30 days following event.** Late payment fees on past due balances are computed at periodic rates of 1.5% per month (APR of 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 AT CLOSE OF EVENT**- customer must complete a Credit Card Authorization Form.

I accept the above arrangement as quoted and have thoroughly read and understand the Statement of Policies. I also understand that no room rental, rental fee or date reservation is official or complete until Reservation Form, Statement of Policies and applicable deposit are received by RHWA.

Customer signature \_\_\_\_\_ Date \_\_\_\_\_

RHWA signature \_\_\_\_\_ Date \_\_\_\_\_

### Is your group tax exempt?

Yes  No

If yes, you are required to submit a copy of your tax exempt certificate with this form.