

Rolling Hills Conference Center

Statement of Policies

PRICES, RENTAL DEPOSIT AND PAYMENT

1. Prices are our current rates and are subject to change. All reservations are considered tentative until Reservation Form and Statement of Policies are signed and returned to Rolling Hills with deposit payment of 50% of the full room rental fee.
2. Payment in full and security deposit will be required *five business days prior* to all events by cash, credit card or personal check.
3. All other fees incurred prior to or during the event must be paid at the close of the event.
4. Federal, state and local taxes and charges imposed are in addition to the prices agreed upon and will be charged accordingly. A sales tax exempt certificate must be provided in advance for all tax exempt groups.

CATERING

1. No food or beverage may be brought into or removed from Rolling Hills by any customer or invited guest.
2. Rolling Hills catering service prices are confirmed upon receipt of signed Catering Contract, which must be returned to Rolling Hills *30 days prior* to event date.
3. All catering is subject to a taxable 20% service charge. A taxable 25% service charge applies to parties of 15 or less.
4. **Final guaranteed number of guests for all Rolling Hills events must be received ten business days prior to the event. If we do not receive your final guaranteed number of guests, your estimated attendance number will become your final guarantee.**
5. Changes to final guaranteed number of meals after this time require approval from Rolling Hills staff. Any approved additions will be charged accordingly.
6. Unexpected guests arriving on the function date that have not been included in your final guaranteed number are considered un-approved additions, and are therefore not considered in catering preparations and will be charged accordingly.

SECURITY

1. Rolling Hills is not responsible for damages to, or loss of personal property.
2. Rolling Hills 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. Rolling Hills provides primary security for all events. Should additional security be deemed necessary, arrangements must be made through Rolling Hills no prior to the event date, 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 Rolling Hills.
2. *No decoration or item may be affixed to the walls, floor or ceiling of the Conference Center with tape, nails, staples or any other substance, unless approval is given at least 24 hours prior to event.*
3. Requests to change the set-up of the room made within 48 hours of event start time are subject to availability, applicable fees, and a rate of \$50.00 per change.

CANCELLATION

1. Cancellation fees are as follows: Prior to 90 days: half of the deposit amount
30-89 days prior: full deposit amount
0- 29 days prior: 100% cancellation fee. This fee will be inclusive of all anticipated room and accessory rental, as well as any anticipated Rolling Hills 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.

Customer Signature _____ Date _____

Signature indicates party's agreement to, and understanding of, the above details.