

**RESERVATIONS CONTRACT**



4TH FLOOR, CENTURY YARD  
 CRICKET SQUARE, ELGIN AVENUE  
 GEORGE TOWN, GRAND CAYMAN  
 TELEPHONE: 345 949 8832

FAX: 345 949 8810

Company Name: \_\_\_\_\_  
 Company Representative: \_\_\_\_\_

ROOM RENTAL	PRICE CI\$	DATES RESERVED
1/2 DAY RENTAL RATE	\$290.00	
FULL DAY RENTAL RATE	\$580.00	

RENTAL RATES FOR AUDIO VISUAL EQUIPMENT	PRICE CI\$	DATE RESERVED
<i>The Facility does not permit outside audio visual equipment to be used without prior consent.</i>		
COMPUTER WITH INTERNET ACCESS	\$80.00	
DLP PROJECTOR W/8' SCREEN	\$80.00	
CD PLAYER	\$50.00	
DVD/VCR	\$50.00	
PA SYSTEM (WIRELESS MICROPHONES INCLUDED)	\$55.00	
TOOL BOX (INCLUDES OFFICE SUPPLY ITEMS)	\$8.00	
EXTENSION CORD	\$8.00	
PHOTOCOPIER/ SCANNER/ FAX/ PRINTER	\$80.00	
FLIP CHART	\$30.00	
DRY ERASE BOARD W/ MARKERS	\$20.00	
POLYCOM SPEAKERPHONE	\$40.00	
<i>The company will assume responsibility for all long distance charges</i>		

ROOM CONFIGURATIONS REQUIRED	
STANDARD CLASSROOM SETUP (SEATS 50 )	_____
BOARDROOM SETTING INCURS SET UP FEE OF \$100.00	_____
THEATRE SETUP (SEATS 60) INCURS SET UP FEE \$100.00	_____
THEATRE SETUP (SEATS OVER 60) INCURS SET UP FEE \$190.00	_____
U-SHAPE SETUP( SEATS 25)INCURS SET UP FEE \$100.00	_____
GROUP SETUP (SEATS 48)INCURS SET UP FEE \$100.00	_____
NO TABLES/NO CHAIRS INCURS SET UP FEE \$100.00	_____

*Please advise if you will require floral arrangements for your event, as we can provide you with several options.*

**PAYMENT**

**ESTIMATED RENTAL CHARGES**  
 ALL PRICES ARE IN CI DOLLARS

*Room Rental: Upon failure to cancel within 72 hours of the reservation date/s listed above, the company will assume responsibility for room rental charges as quoted above.*

*Decorating: The Brasserie does not permit the use of confetti, tape and tacks. Please consult with the Conference Facility Office before decorating. The company/client agrees to be responsible for any damage to the Facility by the customer, or any of their guests under the company/client control.*

**ESTIMATED CATERING CHARGES**  
 ALL PRICES ARE IN CI DOLLARS

*Catering: No outside catering is permitted. Upon failure to cancel within 72 hours of reservation date/s listed above, the company will assume responsibility for catering charges as quoted above.*

TOTAL ESTIMATED CHARGES \_\_\_\_\_  
 DEPOSIT REQUIRED \_\_\_\_\_  
 METHOD OF PAYMENT (FINAL CHARGES) \_\_\_\_\_

**SIGNATURE**

I \_\_\_\_\_ on behalf of \_\_\_\_\_ sign this contract in agreement to pay the above listed charges and have read and understand my responsibility to comply with the above stated policies of the Brasserie Conference Facility.

SIGNATURE OF COMPANY REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_