

807 Conference Center

Meetings and Events

Thank you for your interest in 807 Conference Center Meetings and Events. It is our goal to provide you with personalized service to make your event a success.

Please review the attached document making any suggested additions, corrections or deletions. Sign and return **before scheduled event**. Your signature will confirm that the contract terms listed on page two are completely understood and binding. **Please mail contract to: 807 Conference Center, 807 LaSalle Street, Ottawa, IL 61350.** You may send rental check with contract or provide payment the day of the event for rentals less than \$250.00.

Organization: _____

Contact Name: _____

Address: _____

City, State, Zip _____

Phone: _____

Fax: _____

EMAIL: _____

Date of Event _____

Function Start time _____

End time _____

Of participants _____

Room request: *Two Rivers Room--Canal Room
Ottawa Room--Board Room--Class Room*

Meal YES _NO _

Office Use
Rental Rate: _____
Special Requests:

AUTHORIZED SIGNATURE
I have read all policies listed and agree to
The terms

DATE: _____

BOOKED BY

DATE: _____

Attached Policies and Terms: *Please initial each item on the next page and return with a copy of your contract and deposit*

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- ___ 1. DEPOSITS: All events and meetings will require a deposit to equal 50% of the meeting or event cost. Bookings are considered tentative until a deposit is received. Deposits are based upon the function room charges and number of days reserved. Deposits must be in the form of cash, check or credit card and must be received no later than **Tuesday, December 2nd, 2008** to hold your reservation. The remaining balance is due the day of the event.
- ___ 2. FOOD AND BEVERAGE: Food and beverages must be supplied by an 807 Conference Center approved caterer. (With exception of specialty cakes) Alcohol cannot be brought onto the 807 Conference Center premises.
- ___ 3. TIMES: Events, meetings and weddings should be completed by 12:00 AM.
- ___ 4. LIABILITY: 807 Conference Center reserves the right to inspect and control all private events.
 - 807 Conference Center is not responsible for damages to, or loss of, any items left prior to, during or following any event.
 - Any items or signage to be used on our property must have prior approval by the 807 Conference Center.
 - The function coordinator is responsible for, and shall reimburse 807 Conference Center for any damage, loss or liability incurred by any event attendees or organizations contracted by the function coordinator to provide any services or goods before, during, and after the event.
 - 807 Conference Center is not responsible for food or beverages supplied by vendors.
- ___ 5. CANCELLATIONS: To receive refund of deposit cancellation must be received **72 hours** prior to the Event date.
- ___ 6. PAYMENT: Amount due the day of the event.
 - No direct billing (unless per approved)
 - Checks are to be made out to 807 Conference Center.
- ___ 7. MISCELLANEOUS CHARGES:
 - Set-up fee is required if additional tables and linens are requested.
 - Due to additional work resulting from last minute changes, any changes to details made within 72 hours of function may result in a \$50.00 additional charge.
 - A \$100.00/hr fee will be assessed to events going over allotted time.
 - Any event or meeting that requires a room change because of additional attendees will be charged according to the up-graded room rate.

Please initial each item listed above and return with a copy of your contract and deposit.

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OTTAWA VISITORS CENTER MEETINGS AND EVENTS APPROVED CATERERS

When using the 807 Conference Center for meetings or events, you may use one of the preferred caterers listed below. If one of our preferred caterers will not suite your needs please contact DeWayne @jeremiahjoecoffee@gmail.com.

- 1.) The Cheese Shop & Deli (Catering for all occasions)
Contact Person: John Hettel, Catering Manager
Phone number: 815-433-0478
- 2.) Genie's Café (Design a menu specifically for your event)
Contact Person: Jeanie Rush, Owner
Phone number: 815-433-5840
- 3.) Jimmy John's (Specializes in sub sandwich platters)
Contact Person: Store Manager
Phone number: 815-433-9133
- 4.) Obee's (Specializes in sub sandwich platters)
Contact Person: Store Manager
Phone number: 815-433-4805
- 5.) Provisions Catering Susan Ellis
815-434-4348