

### Room Rental and Charges

A room rental is considered tentative until a deposit (if required) is received and a contract is signed. Room rentals are subject to a charge if minimum spending requirements are not met by food purchases.

### Guarantees and Payment in Full

A guaranteed number of guests and payment in full is required **ONE WEEK PRIOR** to the event.

### Tax Exempt Status

All charges are subject to an \_\_\_\_\_% sales tax. **If your group is tax exempt, a copy of your State Sales Tax Exemption Certificate must be provided.**

### Service Charge

A \_\_\_\_\_% service charge will be added to all evening functions. A \_\_\_\_\_% service charge will be added to all daytime functions.

### Valet Parking

Valet parking services are available upon request. Please inquire for current fees.

### Security

Woodside Event Center is not responsible for damaged, lost or stolen property or items left following the event.

### Equipment Rental

A wide selection of audio-visual equipment is available on a rental basis. Please ask the manager for more information.

### Linens

For an extra measure of elegance, specialty table linens and chair covers are available. Please inquire for current fees.

### Set-Up

Please have bands, DJ's, florists, bakeries, etc., call Woodside Event Center to discuss set-up and breakdown time.

### Signage and Decorations

Woodside Event Center does not allow signage or decorations that will leave permanent damage to the event center. An additional fee may be charged in the event of permanent damage to the event center.

### Liquor Policies

State Law forbids persons under 21 years of age to consume alcoholic beverages. Persons who are known or thought to be intoxicated will not be served alcoholic beverages. Woodside Event Center holds a liquor license, and outside alcohol is not permitted.

### Payment

Payment may be made by cash, bank check or business check.

