



# WASHINGTON EVENTS MANAGEMENT, LLC

*P.O. Box 490*

*106 Court Street*

*Washington, Georgia 30673*

*Tel. 706-678-6257 Fax 706-678-6267*

## CONFERENCE CONTRACT

CONFERENCE NAME \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_

MEETING PLANNER \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

PLANNER'S TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL: \_\_\_\_\_

PLANNER'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF SPONSOR ORGANIZATION \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

1. Washington Events Management, LLC operating The Pope Conference Center (hereafter WEM) agrees to make meeting facilities and food service available to above Sponsor Organization for a Conference/Event at the Pope Conference Center (hereafter the Event).
2. **Contractual Documents:** The current editions of the following are deemed incorporated by reference in the Conference/Event Contract: Rate Information, Audio Visual equipment rental rates, Snack and Beverage Service rates, Beer and Wine rates. Guidelines for Conference/Event Planners. WEM may change its rates, regulations and policies at any time. Written notification will be provided to the Conference/Events Planner. After such notice it is the responsibility of the Conference/Event Planner to make certain all planning reflects these changes.
3. **Rates & Surcharges:** The rates set forth on the application WEM rate card include food service as described and meeting facilities for conference/event attendees during the hours stated on the rate card.
  - A. Audio Visual equipment, snack and beverage (including beer and wine) service, multiple meeting-room set-ups, meals and any deviation from WEM's regular services will be subject to prior arrangements and surcharges.
  - B. The use of meeting facilities prior to desired meeting time may be subject to additional surcharges.
  - C. Use of additional or larger meeting space will be based on availability and subject to surcharges.
  - D. A surcharge will apply if cleaning or maintenance required as a result of the Conference/Event outside WEM's standard procedures.
  - E. Conference /Event will be charged for any damage to WEM/Pope Center property caused by Conference/Event.
  - F. As WEM policy prohibits the following on Pope property, infractions may result in significant surcharges to the Conference/Event. Account: serving food or beverage not purchased by WEM, use of cooking appliances or barbecues, any open flame including, but not limited to, candles and campfires, use of incense or air fresheners.
  - G. All outside commercial vendors and/or exhibitors must be coordinated with WEM at least 30 days prior to arrival and may be subject surcharges.
4. **Taxes:** In addition to WEM rates, Conference/Event will be charged applicable State Sales Tax. If Conference/Event is exempt from Sales Tax, appropriate documentation must accompany the completed, signed Conference/Event Contract or such taxes will be charged to the Conference/Event.

5. **Deposits:** Deposits or portions thereof are not transferable to other dates or Conferences/Events. Only government Agencies may submit a valid Purchase Order for deposit. Credit cards may not be used for deposits. Checks that for any reason are non-negotiable at time deposited are subject to a surcharge of 20% of the amount of the check and a \$20 bank charge. If WEM does not receive required deposits, Conference/Event Contract and planning documents at required time, WEM has the option to cancel the Conference/Event and is under no obligation to the Conference/Event.
  - A. Not later than fourteen (14) days after making the tentative Conference/Event reservation: a booking deposit equal to room rental fee must be received to WEM.
  - B. Not later than 120 days (4 month) prior to the Conference/Event arrival date: an additional deposit equal to 25% of the original estimated Conference/Event costs must be received by WEM. WEM must now hold 25% of the estimated Conference/Event Cost excluding the deposit.
  - C. No later than 60 days (2 months) prior to Conference/Event arrival date: an additional deposit equal to 50% of the original estimated Conference/Event cost must be received by WEM. WEM must now hold 75% of the original estimated Conference/Event cost excluding the deposit.
  - D. No later than 30 days (1 month) prior to Conference/Event arrival date: Balance or 100% of estimated Conference/Event Cost less any previously paid deposits must be received by WEM.
  - E. WEM may require increased deposits when number of attendees increased.
6. **Additions & Charges:** Other services may be added with sufficient advance notice. **All additions and charges must be received by WEM in writing.** Following receipt in writing, such additions or changes are deemed part of the Conference/Event Contract.
7. **Cancellation:** Refunds and cancellations: Cancellation made by the client 90 days prior to the event date, may be refunded at 100% of estimated charges currently paid to WEM less 50% of the room rental fee. Cancellation made by the client 60-30 days prior to event may be refunded at 75% of current deposits received by WEM. Cancellation made within 30 days prior to the event will subject to very limited refunds. If WEM does not receive required deposits, Conference/Event Contract and planning documents at required times, WEM has the option to cancel the Conference/Event and is under no obligation to the Conference/Event.
8. **Payment of Conference /Event Account:** All business with WEM will be handled in one Conference Account through an authorized representative of the Sponsor Organization. Any balance on the Conference/Event Account must be paid on Conference/Event Completion Date unless prior to the Conference/Event date, WEM have given written approval of other arrangements.
  - A. Business Checks, cashier's checks and money orders are accepted as final payment of the Conference/Event Account. For amounts up to \$1000, personal checks and some major credit cards are also accepted. From government agencies using a purchase order, WEM will require a credit card at time of event for any amount not covered on the purchase order or paid in advance.
  - B. Invoices other than the Conference/Event Account Master Invoice require a surcharge of \$10.00 per invoice.
  - C. Any Conference/Event Account not paid in full on Conference/Event Departure date will be assessed 10% of the unpaid balance and a finance charges of 2% per month (24% annually) until paid in full. Delayed payments that were pre-approved by WEM in writing and are not paid in full within 30 days of Conference/Event date will be assessed the surcharge and finance charge stated above.
  - D. Checks that for any reason are non-negotiable at time deposited are subject to a surcharge of 20% of the amount of the check and a \$20.00 bank charge.
  - E. In the event that WEM institutes any legal proceeding to obtain payment or otherwise in respect to the Conference/Event Contract, Conference/Event agrees to pay reasonable attorney's fees and costs as fixed by the court or other tribunal having jurisdiction in the matter.
9. **Meeting Rooms:** A meeting space will be assigned, based on the number of attendees approximately 4 weeks prior to Conference/Event arrival date.
10. **Disabled Guests & Food Allergies:** Conference/Event must inform WEM in writing 30 days prior to Conference/Event Date of attendees who will require special accommodations accessible to the disabled and any special evacuation needs for those individuals. Also, WEM must be informed of any food allergies for any attendees to make separate precautions.
11. **All rate information:** Programs and agendas for Conference/Events must be submitted to WEM for approval prior to printing and/or release to attendees.
12. **Special Conditions:** The following is necessary for the safe and orderly operation of WEM and management of Conference events consistent with WEM obligations to City of Washington with the need to preserve the Pope Conference Center property. Although the exercise of the rights is at the sole discretion of WEM, WEM will exercise these rights in a reasonable manner in light of these goals and

will attempt to minimize to the extent possible any disruption of Conference events. WEM will not be liable in any manner whatsoever by virtue of exercising any of the following rights or imposing any such conditions.

- A. **30 days** prior to the Arrival date of Conference/Event, Sponsor will provide a written schedule of all Conference events and the identities of all Conference speakers. If Sponsor anticipates that Conference attendees will include public controversial figures, those individuals shall be identified as well at that time.
  - B. In the event that WEM determines that it is appropriate to do so, it may require that some or all Conference events or activities be held at special times and/or places, or under special circumstances.
  - C. WEM reserves the right to require that certain Conference events or activities be cancelled or held other than on WEM property. WEM also reserves the right to require that certain Conference speakers or attendees not participate in the Conference or that they participate off WEM property.
  - D. WEM reserves the right to condition the holding of the Conference upon the furnishing by the Sponsor of appropriate security and safety measures/personnel and such other measures/personnel as WEM deems appropriate, given the nature of the Conference/Events and its activities, participants or speaker(s). In addition, WEM reserves the right to require the Sponsor to provide WEM with surety bonds to insure that such measures/personnel will be provided, and the furnishing of the same shall be a condition precedent to any obligation on the part of WEM to perform under this Conference/Event Contract.
  - E. In the event that the Conference/Event refuses to abide by and fulfill each condition imposed by WEM pursuant to the forgoing, or in the event that WEM concludes that there are not reasonable circumstances under which the Conference/Event can be held without presenting an unreasonable risk of injury or property damage, WEM will have the right to cancel the Conference/Event and terminate the Conference/Event Contract.
13. **HOLD HARMLESS:** Sponsor Organization agrees to protect, defend, indemnify, and otherwise Hold Harmless, WEM and its officers, directors, agents and employees and each of the, of and from any and all claims, liabilities, obligations and causes of action of whatever kind arising in any manner whatsoever out of or in connection with the acts or omissions of the Sponsor Organization or of Conference/Event officials, agents, employees, and/or participants, or otherwise in connection with the Conference/Event.
14. **Insurance:** WEM is not responsible for personal injury to guests or Conference/Event participants as a result of accidents due to their own carelessness, nor is it responsible for personal property loss or damage. It is recommended that the Conference/Event provide for the blanket accident insurance of all attendees. WEM reserves the right to require as a condition of the Conference/Event Contract that the Conference/Event provide insurance of appropriate types and suitable amounts for the benefit and protection of WEM in connection with the Conference/Event.

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Signature : Authorized Representative of Sponsor Organization  
Date

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Signature: Authorized Representative of Washington Events Management

Date