



**ROSEN  
CENTRE™**  
**RESTAURANT FUNCTION CONFIRMATION**

Friday, January 17, 2020

Thailer Waterworth  
The Defining Point  
660 Glen Iris Dr Ne Unit 202  
Atlanta, GA 30308  
(561)689-6321  
thailer@thedefiningpoint.com

Dear Thailer,

Thank you for choosing the **Café Gauguin** at the **Rosen Centre** to host your function. As we discussed, please consider this letter a confirmation for the following reservation:

<b>COMPANY / ORGANIZATION NAME: SERWOCN Board Meeting / Planning Meeting</b>							
<b>BOOKING ID: 104052</b>							
<b>ONSITE CONTACT: Thailer Waterworth</b>							
DAY	DATE	START TIME	END TIME	TYPE	PEOPLE	PLACE	F&B Contribution*
Thu	1/23/2020	6:00pm	9:00pm	Dinner	9	Café Gauguin Private Dining Room	\$504.00
Event Details: PRE-SET / SPECIAL MENU:							
*The Food & Beverage Contribution is the minimum amount required to reserve the requested area. It does not include a 25% service charge and 6.5% sales tax.							

An advance payment of **\$504.00** is required with this signed agreement in order to confirm your reservation. Please follow the On-Line Payment instructions attached. **We will provide a 24 hour tentative hold for your reservation. Please be advised that this reservation is not confirmed until this agreement has been completed and returned to the Hotel.** Please email both pages signed to [mcano@rosencentre.com](mailto:mcano@rosencentre.com) or via fax (407) 996-2634 within 24 hours. Should you require a pre-set menu or special menu this will be confirmed in a Restaurant Event Order and must be finalized no later than 20 days prior to your reservation.

The **ROSEN CENTRE** is looking forward to hosting a memorable and successful event for you and your guests. Should you require any assistance or special arrangements, please don't hesitate to ask. Again, thank you for choosing the **ROSEN CENTRE**.

Sincerely,

*Michael Cano*

Michael Cano  
Food & Beverage Sales Coordinator

## ROSEN CENTRE RESTAURANT FUNCTION AGREEMENT

All reservations and agreements are made upon and are subject to the rules and regulations of the Hotel and the following conditions:

### PRE-SET MENUS / SPECIAL MENUS

Should your event require a pre-set menu or if you have any special menu requests, please provide your menu information by no later than 14 days prior to your event.

### GUEST COUNT CONFIRMATION

In order to properly accommodate your group reservation, the Restaurant requires confirmation of your expected guest count by **12:00 Noon, (3) Three Business days prior to the date of your reservation.** Guarantees for events on Saturday, Sunday, and Monday will be due by 12:00 Noon on the preceding Wednesday. For groups with a special menu or pricing, a **guaranteed** guest count will be required and will be the minimum number of guests for which the restaurant will charge. If no guarantee is received, the guest count reflected on the Restaurant Event Order (REO) will be considered such and you will be charged for that number or the number attending, whichever is greater. **Please call the Food and Beverage Coordinator at (407) -996-2410 or email [mcarno@rosenhoteles.com](mailto:mcarno@rosenhoteles.com).**

### FUNCTION SPACE / PRIVATE DINING ROOM

Function Space / Seating area for your group will only be confirmed if a room rental or minimum F&B guarantee is contracted. The Restaurant will accommodate your group reservation in the area most suitable for the size of your group based upon final confirmation of guest count received three days prior.

### SERVICE CHARGE & TAX

All food, beverage and room rental prices quoted are subject to service charge (currently 25% - subject to change) and state sales tax (currently 6.5% - subject to change). Service charge is taxable in the State of Florida.

### OUTSIDE FOOD & BEVERAGE

All food and beverage items must be supplied and/or prepared by the Hotel/Restaurant. The patron or any of the patron's guests shall not bring in any outside food or beverage. Any exceptions must be approved in advance by the Hotel. Should you wish to provide your own cake, a cake cutting fee of \$3.00 per person will be charged.

### BEVERAGE CHARGES

The State of Florida requires that no one under the age of 21 will be served alcohol. The Hotel reserves the right to verify age and the right to refrain from serving alcohol to any guest under age.

### DEPOSIT / FINAL PAYMENTS

Advance deposit or a credit card guarantee for payment is required with your signed Restaurant Function Agreement in order to confirm your reservation. The Hotel requires full payment of function's charges on the scheduled function date. Payment can be made by cashiers check, certified bank check, cash, or approved credit card. Payment will be collected at the conclusion or charged to the credit card on file. **PLEASE NOTE WE DO NOT EXTEND DIRECT BILLING.**

### CANCELLATION POLICY

Cancellation Notice must be received by the Food and Beverage Coordinator no later than **50 days** prior to your function. If cancellation is made after this date, your deposit will be forfeited as a cancellation. Your cancellation fee will be charged to the credit card provided to guarantee your reservation.

### FIFTEEN (15) MINUTE POLICY

Group reservations in our main dining room will be held for fifteen (15) minutes after your reservation time. Groups arriving after this time will be accommodated on a first come first serve basis.

### SIGNAGE & BANNERS

The Hotel reserves the right to approve all signage in the Restaurant/Hotel and all public space areas. **No signage is allowed in the main lobby area or elevator foyers.** No signs, posters, or printed materials will be allowed to be pinned, taped or affixed in any way to doors, walls or ceilings. Please inform the Food & Beverage Coordinator if you wish to have your event posted on our Hotel Event Schedule.

### PARKING

Current charges for Hotel Parking are \$15 for Self- Parking per car per day and \$23 for Valet Parking per car per day. Valet Parking is provided **Complimentary for Everglades Restaurant Functions.**

### LOST and FOUND

**The Hotel will not be responsible for personal items left unattended in public areas.** The Hotel will not accept any responsibility for damage or loss of any merchandise or property left in the Hotel before, during, and/or after any function.

### HOLD HARMLESS / DAMAGES

The HOTEL shall indemnify, defend and hold harmless the GROUP and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the HOTEL's negligence in connection with the provision of services or the use of the Hotel facilities, except to the extent and percentage attributable to the GROUP's or its members', agents', employees', or Exhibitors' negligence. The HOTEL shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

The GROUP shall indemnify, defend and hold harmless the HOTEL and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the GROUP's negligence and/or its members', agents', employees', independent contractors' or Exhibitors' negligence in connection with the use of the hotel facilities, except to the extent and percentage attributable to the HOTEL's negligence. The GROUP shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

### CONTRACTUAL LIABILITY

The Hotel hosts many conferences and meetings ("Conferences"), the success of which depends upon sponsoring organization being able to manage and coordinate the scheduling of affiliated events occurring at the Hotel and to exclude competitors or other events which would detract from the Conference. In the circumstance the events listed herein be affiliated with a Conference taking place at the Hotel during the same time period or would either compete with or be objectionable by the sponsoring organization of the Conference, the Hotel reserves the right, in its sole and absolute discretion, to cancel the events listed herein. It is the responsibility of the Client to obtain any necessary approvals from the sponsoring organization. The Hotel shall not be liable to the undersigned for any damages, expenses, lost income, or any other amounts, arising from a cancellation other than The Hotel shall immediately refund any deposits received from the undersigned. The terms and conditions of this provision are a material inducement for the Hotel to enter into the Agreement. Performance of this agreement is contingent upon the ability of the Hotel management to complete the same, and is subject to labor troubles, disputes, or strikes, accidents, government (federal, state or municipal) requisitions, restrictions upon travel, transportation, foods, beverages or supplies, and other causes whether enumerated herein or not, beyond control of management preventing or interfering with performance. In no event shall the **ROSEN CENTRE**, or ROSEN HOTELS & RESORTS, INC. be liable for the loss of profit or for other similar or dissimilar collateral or consequential damages whether based on breach of contract, warranty or otherwise.

I HAVE READ THIS RESTAURANT FUNCTION AGREEMENT/ RESTAURANT FUNCTION CONFIRMATION AND UNDERSTAND ALL OF ITS' CONTENTS REGARDING OUR FUNCTION(S) AT THE ROSEN CENTRE.

Thailer Waterworth - On behalf of SER WOCN



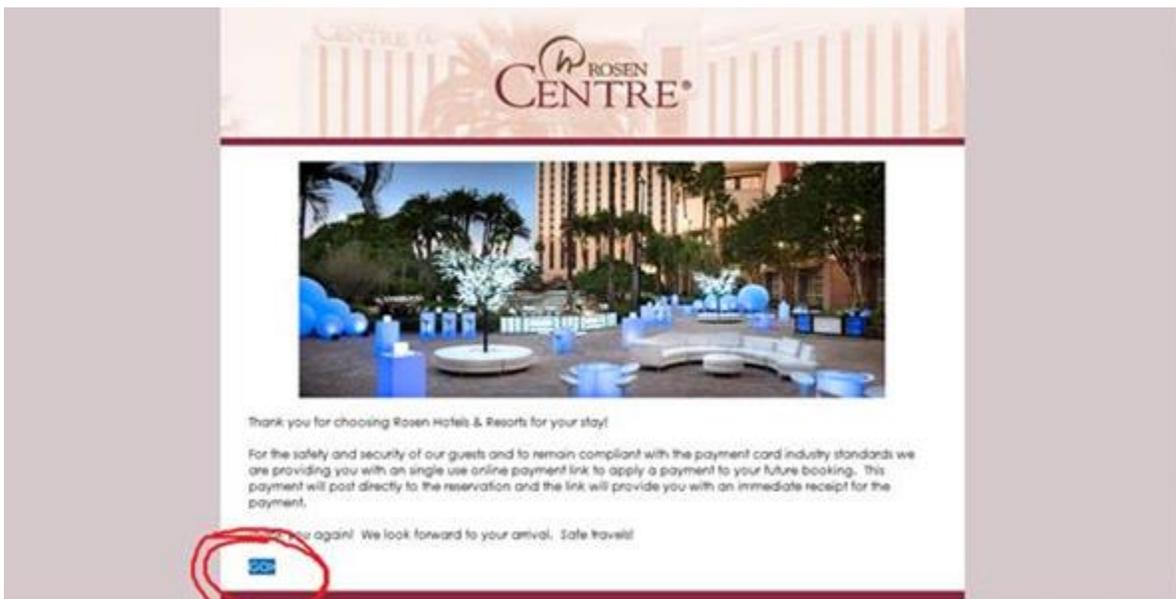
**Print** Name of Authorized Signer

Signature/Date

**ON-LINE PAYMENTS & DEPOSITS:**

When paying by credit card, please standby for an email requesting payment to be sent

This is a sample of the page the email will open to:



Please select **“GO”** to complete payment for the following amount:

- **Payment Amount: \$504.00**
- **Booking ID: 104052**
- **Group Name: SERWOCN Board Meeting / Planning Meeting**

Please be sure to forward a copy of your receipt to [mcano@rosencentre.com](mailto:mcano@rosencentre.com).

**Declined Credit Cards**

If a declined credit card is entered a Message Pops Up on the Screen. This message immediately states the Card was declined and to enter another