



Event Contract

This agreement is entered into by and between _____, (hereafter "Hosting Party") and the *Ocean Beach Hotel*, (hereafter "Hotel"). This contract forms an agreement to rent the courtyard of the Hotel for the following day(s) _____ (hereafter "Dates from/till").

Event Space Non-Refundable Deposit

A non-refundable deposit in the form of a personal check or money order is required upon signing of this contract. The deposit is 50% of event total to hold the date for the event space. This deposit is not associated with the 15 rooms that must be rented to host a party in the courtyard. It is the understanding of both the Hosting Party and the Hotel that this deposit will be held in a separate account and therefore will not be used for payment of rooms. There will be a \$100.00 fine for any returned checks. In consideration of the non-refundable deposit, the Hotel will reserve all 15 rooms on the first floor for 2 nights and give a definite hold on the event space for the date of the event.

Event Space Refundable Deposit

A damage deposit of \$500.00 or \$1,000.00 (depending on event type) will be charged to the Hosting Party's credit card upon signing of this contract. This damage deposit is held until after a full walkthrough of the event space and occupied rooms is conducted after the event. If there is no damage to Hotel property, the full \$500.00 or \$1,000.00 will be credited back to the credit card. All rooms at the *Ocean Beach Hotel* are non-smoking. Any smoking within living quarters will result in a minimum \$250.00 fine. A minimum \$500 cleaning fee will be assessed for any extensive cleaning required. This contract does not include any sort of insurance for guest injuries.

Event Space Final Payment

Final payment for the event is due 30 days prior to the event date. If payment is not received, Hosting Party runs the risk of losing the hold on the date. 50% of this final payment is refundable up to the event date if cancellation occurs. This final payment is only for the event space and not associated with the 14 rooms that must be rented to host a party in the courtyard. It is the understanding of both the Hosting Party and the Hotel that this final payment will be held in a separate account and therefore will not be used for payment of rooms.



Hotel Rooms

The bottom floor of the *Ocean Beach Hotel* (15 total rooms) must be rented to host an event in the courtyard lasting more than 2 hours. This does not apply to ceremony only events. Summer and winter Hotel rates apply, however, price of these rooms are subject to change. The 15 bottom floor rooms are as follows:

9 Single Queen Courtside Rooms
3 Single Queen Patio Rooms
3 Double Queen Patio Rooms

Additional rooms are available to rent within the room block. With events hosted Sunday - Wednesday, all Hotel rooms must be rented for a minimum of 1 night inclusive of the night of the hosted event. With events hosted Thursday - Saturday, all Hotel rooms must be rented for a minimum of 2 nights inclusive of the night of the hosted event.

Booking Hotel Rooms

When a contract has been signed, the Ocean Beach Hotel will reserve rooms for that event date with the contracted room rate. Guests need to call in and put down their credit card under their specific room to hold the room, unless all of the rooms will go on the master credit card. Any rooms that are included in the guaranteed room block and have not been individually reserved by guests by the event date will be charged to the master credit card. Guests should call the front desk of the Ocean Beach Hotel at 619-223-7191 Tuesday through Friday between 7AM – 3PM PST and talk to Luis Gutierrez, the Front Desk Manager. If Luis cannot be reached please call Steve Grosch, Events Manager, at 619-823-4591.



Hotel Room Group Cancellation Policy

Rooms booked under the group do not follow the standard hotel cancellation policy. If cancellation of event occurs prior to 60 days before event, full refund of rooms is given. If cancellation of event occurs less than 60 days prior to event, 50% of room rentals will be charged to the master credit card. If cancellation of event occurs less than 30 days prior to event 75% of room rentals will be charged to the master credit card. If cancellation of event happens less than 7 days prior to event, no refund will be given for the required room block and all rooms will be charged to the master credit card.

Catering

Catering business must present proper food and beverage permits, as well as insurance for company. Suppliers must follow event setup guide from the Hotel. Any supplies of the coordinators must be removed promptly by 10:00pm. Including any supplies rented by the catering company, this includes tables, chairs, dance floors, heaters, etc. Any violations will result in a minimum fine of \$250.00. Final approval by the Hotel is necessary for all planning and subsequent changes.

Beverage

All beverage service must be contracted through the hotel using the *Ocean Beach Hotel's* licensed beverage partner. The *Ocean Beach Hotel* and its beverage partner have the right to refuse service to any individual or group.

Noise Permits

Due to complicated zoning and noise issues, we are required to notify surrounding properties within 300 feet of residential/business area of any atypical noise that may be projected from within property boundaries. The *Ocean Beach Hotel* is classified as a multi-residential zone. Between the hours of 9 am to 9:45 pm, decibel reading needs to remain under 85 decibels. The Hotel is committed to abiding by these regulations. All amplified sounds must cease promptly at 9:45 pm. Actions taken in disregard to the noise requirements are subject to hotel fines and possible fines set by Court of San Diego, in addition to all costs in conjunction with claims filed through the Neighborhood Code Compliance Officer.

Parking

Parking is provided complimentary for all Hotel guests that are staying at the Hotel. Parking for guests of the event, who are not staying at the Hotel, are subject to the daily parking rate posted at the entrance to the parking lot, based on availability. This rate varies from \$10 - \$20 depending on the time of the year. Valet parking is strongly recommended for groups larger than 25. There is also public parking available on the street.

Contract Agreement

By signature of the *Ocean Beach Hotel* "Event Contract," you are agreeing to follow and abide by all hotel rules and regulations, hotel guidelines and event guidelines applied. By signing this contract, the Ocean Beach Hotel is allowed to charge the credit card given in the amount of the required deposit for the event.

Hosting Party

Name:	
Email:	
Cell Phone Number:	
Date of Event:	
Guest Count:	

SIGNATURE:

DATE:

Credit Card Authorization Form

PLEASE PRINT OUT AND COMPLETE THIS AUTHORIZATION AND RETURN TO US.
All information will remain confidential.

Cardholder Name: _____

Billing Address: _____

Credit Card Type: _____ Visa _____ Mastercard _____ Discover _____ AmEx

Credit Card Number: _____

Expiration Date: _____

Card Identification Number (last 3 digits located on the back of the credit card): _____

Amount to Charge: \$ _____ (USD)

I authorize _____ to charge the agreed amount listed above to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder – Print Name, Sign and Date Below:

Signed: _____

Dated: _____

Name: _____