



CONFERENCE/MEETING ROOM

- A hire fee of \$100.00 per day applies (or part thereof)
- A signed credit card imprint for security purposes is required to be signed on pick up of the conference/meeting room key.
- The conference/meeting room is owned by the Isle of Palms Body Corp and is for the private use of in-house guests at the Isle of Palms.
- The premise is licensed for 50 people and that number should not be exceeded.
- Visitors must park outside the complex and the organisers of the function must make provisions for letting people in the gate.
- All visitors are bound by our by-laws where they apply.
- No loud or live music is permitted.
- Conference/meeting room area (including the kitchen) must be cleaned on the conclusion of the function. Failure to leave the room in a satisfactory condition will incur extra cleaning charges. Reasonable costs can be imposed on users for misuse of the facility, defray wear and tear, power usage and where applicable, cleaning etc. All rubbish must be placed in rubbish sacks and taken to the nearest skip. Dishes used must be washed and dried and returned to their original place in the kitchen.
- The person hiring the facility must agree to these terms and conditions by signing and dating the agreement prior to use of the facility.

Signature of User

Agreeing to these terms: _____

Date: _____

Manager/Authorising
Staff Member:

Date: _____