



## Meeting Room Contract

### **General Information**

**Holiday Inn Express**

**Yreka-Shasta County**

707 Montague Road

Yreka, CA 96097

530-842-1600 \* 530-842-2700

[hiexpressyreka@gmail.com](mailto:hiexpressyreka@gmail.com)

Contact: Ravi Brar

*Business or Event* North Coast IRWMP

*Contact:* Katherine Gledhill, West Coast Watershed

*Address:* 11526 Sutton Street

*City:* Petaluma *State:* CA *Zip:* 94952

*Phone:* 707-795-1235 *Fax:* same

*Email:* kgledhill@westcoastwatershed.com

### **Meeting Information:**

*Meeting date*

April 17, 2014

*Time:*

8 am - 4 pm

*Number of Attendees:*

30-45

*Set up Style:*

(see Notes)

*Notes:* tables in U shape for 30 and chairs in back of the room for 10 - 15 people (see diagram)

*Linens*

*Linens on all the tables. I agree to linen charge and am leaving the final count of linens up to the hotel, based on set up needs.*

☒ *No linens needed*

### **Pricing and payment information**

*Meeting Room Rental Price:* \$300

#### **Extra Amenities not included in the price**

*Projector* \$40

*Microphone* \$20

*Tea/Coffee* \$1/Person \$40

*Linen* \$10/Table

*Telephone* \$10 \$10

*Podium* \$20

*Easel* \$30

*Whiteboard* \$15

*Other*

*Estimated total* \$350.00

*Cancellation Date:*

*Payment Type:* Visa

### **Terms and Signature**

If credit card holder will not be present on the day of the meeting, please attach a copy of the credit card as well as ID. The deposit amount will be charged onto the credit card if room is terminated after cancellation date. Reserving party is responsible for all expenses due for meeting room and any incurred charges.

**Signature & Date:**

March 7, 2014

