

CLUB NAUTICO DE SAN JUAN

Terms and Conditions

Room Rental

Room rental is based upon consumption. A 25% service charge will be added to your bill and covers the following: tables, chairs, table clothing, chinaware, flatware, glassware, banquet room, parking, security, cake cutting, set-up and cleaning before and after the event, waiters and maître'd.

Reservations and Deposits

To confirm a reservation, a \$ 1,070.00 (one thousand seventy dollars) deposit is required on or before 10 (ten) days after the reservation is done. NO reservations are allowed one year and a half prior to the event. Any change of date once its set, must be requested via written letter and will be done upon availability. The Club doesn't accept changes that haven't been previously approved and authorized by the Banquets Director. An 80% of the pending balance of the contract must be paid before the event. The remaining balance will be paid the next business day after the activity.

Warranty

The client has to submit **5 days before the activity** the final number of the guests confirmation list.

Cancellations

In case of any cancellation the client has to notify it by a letter. The policies of deposit refunds are: more than 6 months before the activity withhold 25% of the deposit, 3 to 6 months before withhold 50%, and less than 3 months before withhold all deposit.

Setting and Decoration

The Club is responsible for cleaning the room, set-up the tables, chairs and basic tablecloth. The customer or the event coordinator will be responsible for the remaining settings. (Eg. Decoration, flowers, extra tablecloth, etc.) Likewise, they are responsible for the service and or equipment provided by their suppliers. (Eg. Cake mirror and bases, extra tablecloth, columns, etc.) It is prohibited to paste or hang anything from the room's ceiling, no stapling, nailing, gluing or anything that harms the property. Decoration must me done at scheduled time so the cleaning staff can leave the room ready and clean.

Important Note

Smoking is not allowed at the foyer, the hall and inside the salons. The designated area for smoking is the balcony.

Acceptance of Terms and Conditions

Activity: _____ Date of Activity: _____

Signature: _____ Date: _____ Telephone#: _____