

J.T. Daugherty Confirmation Contract

Please print this page, fill it out and fax a completed, signed copy to (301) 863-2637

All dates are on a first-come, first-served basis. Before confirming an event, we request that you discuss your event details fully with us and we will provide you with a written proposal. Upon your acceptance of the proposal, please print this Confirmation Contract, fill it out completely and provide the Conference Center with a copy (via fax, mail or delivery) including minimum payment information. Please call to confirm that we have received the document. If the date is still available, we will hold it. Events will not be held until the Conference Center has received the Confirmation Contract and the minimum payment outlined in the proposal.

We look forward to working with you on an unforgettable event. Thank you for choosing the J.T. Daugherty Conference Center.

| | |
|--------------------|--------------------------------|
| Today's Date _____ | City _____ |
| Customer _____ | State _____ |
| Company _____ | Zip _____ |
| Home Phone _____ | Date of Event _____ |
| Work Phone _____ | Type of Event _____ |
| Cell Phone _____ | Minimum Number of guests _____ |
| E-mail _____ | Maximum Number of guests _____ |
| Street _____ | |

If your guest count falls below the minimum number on your confirmation sheet, you will be billed for this minimum number on the confirmation sheet.

The Conference Center must receive an approximate guest count 10 business days in advance and a final count four business days in advance.

Start Time _____ End Time _____ Room _____

Menu Price per Person _____ Type of Bar Service Requested _____

Confirming an event at the J.T. Daugherty Conference Center requires a minimum payment. Final payment is due four business days prior to the event along with guaranteed attendance, unless other arrangements have been made. In the event of a cancellation, the J.T. Daugherty Conference Center will refund your payment if we are able to re-book the space with an event of equal or greater value. Please let us know as soon as possible if you need to cancel so we can attempt to re-book the space.

Method of Payment for Minimum Payment (Circle One):

Credit Card: Visa | Mastercard | American Express | Cash/Check | Other _____

Cardholder's Name _____ Cardholder's Home Phone _____

Credit Card Number _____ Cardholder's Cell Phone _____

Expiration Date _____ Cardholder's Work Phone _____

Card Billing Address _____ Signature _____

Minimum Payment Amount _____ to be applied to the final bill

The J.T. Daugherty Conference Center complies with St. Mary's County Board of Health. (Cakes not from a Board of Health-approved bakery cannot be brought in to the Conference Center to be served.) If you are planning on having a cake, please notify the Conference Center to discuss pertinent cake cutting fees. No additional food or beverage is permitted in the Conference Center.

We also believe in responsible beverage consumption and comply with the St. Mary's County liquor laws. In compliance with Maryland State Law, all alcoholic beverages consumed on the premises must be purchased through the Conference Center.

If you have any questions or changes, please don't hesitate to call us. We look forward to facilitating your event and we thank you for your business.

The Conference Center shall not be liable for non-performance of this contract when such non-performance is attributable to government (Federal, State and Municipal) regulations of, or restrictions upon, travel or transportation, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond reasonable control of the Conference Center.