



HAMILTON PRINCESS & BEACH CLUB
A HAMILTON MANAGED HOTEL

CATERING & CONFERENCE SERVICES
P.O. BOX HM 837, HAMILTON, HM CX BERMUDA
Tel: 441-295-3000 Fax: 441-296-7171

November 24, 2015

Sherry-Lynn Swan

Via Email: sswan@cornerstone.bm

RE: Preserve Marriage Meeting - (PRES1115) - December 1, 2015 - December 2, 2015

Dear Ms. Swan:

Thank you for choosing The Hamilton Princess & Beach Club to host your upcoming event. I am very pleased to outline the following dates and event space for your function. Please review to ensure that it meets your needs. I am looking forward to working with you to ensure the success of your event.

Please find the below listed function(s) that are being held on your behalf:

PROGRAM

Date	Time	Event	Function Space	Setup Style	Aft.	Rental Rev.
12-01-15	06:00-23:00	Hold	Harbourview Ballroom	Diagram	0	
	17:00-20:30	Meeting	Harbourview Ballroom	Diagram	500	\$2,000.00
12-02-15	06:00-23:00	Hold	Harbourview Ballroom	Diagram	0	
	17:00-20:30	Meeting	Harbourview Ballroom	Diagram	500	\$2,000.00

CANCELLATION CLAUSE:

If this function is cancelled, the following penalty will be applicable:

- (1) Cancellation of an event within 14 days of a pending event a full day room rental and 50% of anticipated Food and Beverage revenues will be assessed as a cancellation fee.
- (2) Cancellation of an event within 30 days of a pending event, a full day room rental will be assessed as a cancellation fee.

FUNCTION ARRANGEMENTS:

In an effort to handle your group in the most efficient way possible - this form will serve as our contract. Please review this information carefully since we cannot guarantee space that has not been outlined. Should you foresee any changes or additions to your program, please contact us immediately to assess availability and rentals. **Please sign a copy of this letter and return,** at which time all arrangements will be considered definite.

This function will be listed on the Hotel Directory as: **Preserve Marriage Meeting.**