



## *Conference Room Rules*

1. Availability is based on First Come- First Serve Basis.
2. Repeat events will only be Scheduled 3 Months out at a time.
3. The Room will be reserved based upon a hourly fee (\$25 for the first 2 hours and \$12.50 every hour after that.) There will be no 1/2 hour blocks.

The Money for the reservation will be placed on a Gift Card to be applied to Food and Beverage purchase upon visit or used later at any time.

4. Credit Card Information will need to be given at the time of reservation. Any cancellation within 24 hours of reservation time will still be charged for reserved time of the room in the form of a gift card equal to the value of the reservation time request.
5. An 18% Gratuity will be added to any reservation for set-up and clean-up of the room.
6. Projector is always available for use. A HDMI connection is necessary though. Cord is also available.
7. Room cannot hold more than 15 ppl.
8. NO OUTSIDE FOOD OR DRINK

Place Reservations at: [conferenceroom@therefugeaz.com](mailto:conferenceroom@therefugeaz.com) or for immediate response call (602)265-1725

Date:

Time:

# of People:

Will this be Catered or other Special Requests:

Credit Card # and Expiration Date:

Contact Info:

