

BTS Contract Bullet Point

- ❖ The President and two Board Members must approve contract for the venue.
- ❖ Read contract completely prior to signing
- ❖ Additional fees may apply
 - ✓ Is there a minimum food and beverage charge? (Prior to service charges)
 - ✓ What is the procedure for payment for new expenses incurred on the day of program? (Walk-ins)
 - ✓ Is there an additional fee for food additions (walk-ins)?
 - ✓ What is date/time for the final headcount?
 - ✓ Is there a minimum amount of overnight hotel rooms guaranteed?
 - ✓ Are there a minimal number of attendees required?
 - ✓ Finalize room set up times
 - ✓ Is there a credit card authorization form required?
 - ✓ Will non-profit status be recognized/when is documentation due?
 - ✓ Does venue including rooms, food, and audiovisuals, including service charges follow approved budget allowance?
 - ✓ Are there additional fees (electrical)?
 - ✓ What is the service fee?