



2050 E. Ventura Blvd. Camarillo, CA 93010
ph: (805) 482-0777 | fax: (805) 389-1642
www.bellacapriinn.com

Event Mo/Yr		
Contract Date		
Due Date		
Initials		
Wedding	Y	N

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BLOCK OUT RESERVATION AGREEMENT

Name of Event / Group: _____

Date of Arrival: _____ # of Nights: _____ # of Rooms: _____ Estimated Time of Arrival: _____

Event Contact Person: _____ Phone (Cell): _____

Email Address(s): _____ Other: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Purpose of Event: _____ Referred by: _____

The following individual(s) are authorized to make modifications to this Agreement:

1) Name: _____ Title: _____ Phone (cell): _____

2) Name: _____ Title: _____ Phone (cell): _____

FOR WEDDINGS ONLY

Bride/Groom Name: _____ Bride/Groom Name: _____

Wedding Date: ___ / ___ / 201___ Day: _____ Time: _____ Location: _____

Date of Rehearsal Dinner: _____ Time: _____ Location: _____

Transportation provided by: _____ Pick up Time: _____ Drop off Time: _____

VENUE SELECTION(S) : ___ 25 Guest Rooms ___ Meeting & Events Room ___ Terrace ___ Courtyard

FOR STAFF USE ONLY:

Meeting & Events Room: ___ Terrace: ___ Date(s) of Use: _____

On-Site Catering: ___ Yes ___ No Remarks: _____

BELLA CAPRI & SUITES INN

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Terms & Conditions

Group Room Block Rules and Guidelines:

Fees for the use of the Bella Capri Inn & Suites and its facilities will be charged to the Applicant(s) pursuant to the most current Pricing Sheet in effect at the time of signing this agreement. In order to complete a BLOCK OUT, the undersigned must agree to the following terms:

Rooms & Rates:

- This contract is for a BLOCK OUT of all 25 rooms on-site. *Note: For the standard complimentary Wedding Group Block, please refer to the appropriate agreement contract.*
- Room Block Reservations cannot be booked more than 18 months in advance.
- We do not accept Room Block Reservations made under 30 days.
- All quoted negotiated rates exclude tax and may vary during peak periods, weekends, and holidays.
- Rates are based on double occupancy. \$10 for each additional person 18 and over.
- Negotiated Rates are guaranteed once the Booking Deposit is paid for and may not be the lowest available rate.
- Negotiated rates do **not** include breakfast. Additional meal packages may be purchased separately.

Please select one (1) type of room payment method: Each Pays Own* Applicant Pays All Charges

*If selecting "Each Pays Own":

- Guests are required to reserve and guarantee their own reservations, a maximum of 2 rooms per individual.
- Guests will be responsible for their own charges, including any incidentals.
- Note: with a BLOCK OUT agreement, the Applicant is still held responsible for payment for all unreserved rooms.

Fees & Payments:

ACCEPTED METHODS OF PAYMENT FOR DEPOSITS: Cash, Cashier's Check, Personal Check (must get prior approval), or Credit Card (subject to 4% transaction fee).

- **BOOKING DEPOSIT:** A 50% booking deposit of the price indicated in your quote is required to guarantee your reservation of the entire block / premises. This Deposit will be equivalent to 50% of the total estimated charges and must be submitted with this application at the time of booking. This will reserve the date(s) chosen by the Applicant and will secure the Applicant's obligation to the provisions of this agreement.
- **IMPORTANT:** Booking Deposits are non-refundable, but are applied to the reservations upon check-in should the Applicant choose to pay for the entire Block Out themselves. If, however, individual guests are paying for their own rooms ("Each Pays Own"), the collected amount during check-in will be compared to the total amount received in the Booking Deposit and a refund (in the form of a check) will be issued back to the paying Applicant. This refund will be issued within 10-14 days after departure. The Applicant is still responsible for paying for any unreserved or unused rooms during the dates of stay.
- **SECURITY DEPOSIT:** An additional *refundable Security Deposit* / pre-authorization of _____ may be required with the Final Payment or upon check-in; this amount will be returned only if the event site(s) and all rooms are returned in good condition (subject to Bella Capri Inn & Suites staff discretion): clean with no damages or defacement of property.
- **CONTRACT CHANGING FEE:** No modifications can be made after 60 days prior to the event. Any modification which reduces the value of the original agreement (including altering length of stay or number of rooms) prior to 60 days of first day of arrival is subject to a 5% penalty fee based on the negotiated rates.

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Cancellation Policy:

- Booking Deposits are non-refundable. Any cancellations are subject to forfeiture of the entire Booking Deposit.
- As a courtesy, we can provide a one time complimentary change in reserved date(s), ONLY if we are notified of this cancellation a minimum of 30 days prior to the first day of arrival **and** an alternate date is available, subject to approval.
- If rates for the new date are higher, additional deposits may be required. If rates are lower for the new reservation date, the higher rate prevails. If changing the reserved date(s), the price must reflect higher/current rate sheet (but not less than original agreed upon price).
- If Bella Capri Inn & Suites is notified *less than* 30 days prior to the first day of arrival, cancellation will result in the forfeiture of this Booking Deposit.
- With this Block Out Agreement, if room accommodations are set to "Each Pays Own," the reserving applicant is still held responsible for any individual room modifications or cancellations that occur and will be held responsible for paying for the remaining unreserved / unused rooms.

Quiet Hours:

- We strictly enforce a reduction of noise levels between 10pm-8am in consideration of other hotel guests.
- Non-compliance may result in additional fees being assessed or guests being asked to leave premises.

Care of Property: The Applicant agrees to leave the Bella Capri Inn & Suites property in the same condition in which the Applicant found it and to remove all property brought in by the Applicant and associated guests. Such removal and restoration of the facilities must be completed prior to the departure of the responsible party and prior to the conclusion of the site rental time noted in this event contract.

General Information:

- Check-in is at 3pm. Check-out is at 11am. Early check-ins and late check-outs are never guaranteed and are subject to availability and/or additional fees.
- Guests must be 21+ and a valid ID must be presented upon check-in.
- The management assumes no responsibility for accidents, injuries, theft or loss due to any cause.
- Minimum \$100 refundable deposit for cash paying guests.
- Our property is 100% smoke-free. A \$200 penalty will be charged for non-compliance. X_____
- We welcome small pets up to 20 pounds on the ground floor only; subject to staff approval. Pets must be supervised at all times and CANNOT be left unattended at any time. A \$200 refundable deposit is required in case of damage, extra cleaning or violation of our policies. \$20 cleaning fee is charged per pet per day. X_____
- Cribs & Air mattresses require advanced notice and are subject to availability and/or additional fees.
- Any special requests such as delivery or distribution of gifts/gift bags must be arranged in advance with management and may be subject to a fee.
- Bella Capri Inn & Suites assumes no responsibility for accidents, injuries, theft or loss due to any cause.
- See hotel folio for further details.



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Breakdown Timeline of Costs:

Note: All Deposit Payments are non-refundable. See above for more details.

	%	\$ Cost:	Method of Payment:	Payment Due Date:
Booking Deposit	50%			At time of booking / contract signing
Final Payment:	50%			Day of arrival
Security Deposit (Refundable*)	--			
Total Estimated Charges:	100%			

CARD HOLDER INFORMATION

As a requirement to guarantee your room block, a photocopy of a valid government issued identification and valid credit card must accompany this agreement. The signature holder below acknowledges that a mandatory \$200.00 security deposit will be placed on this card upon arrival and will be released upon successful departure.

The Credit Card on file (below) will be used for the following:

- Block Out Agreement Guarantee and Security Deposit Only
- All Charges (Room charges, incidentals, site rentals, etc.)
- Room Charges Only
- Site Rental Charges Only
- Incidental Charges Only

Card Holder Name: _____ ID#: _____

Credit Card Number: _____ Expiration Date: _____

Signature: _____ Date: _____

**Please send completed contract agreements to info@bellacapriinn.com or fax to 805-389-1642.
 Once sent, please call 805-482-0777 during business hours to confirm receipt.**