HO-CHUNK GAMING
WITTENBERG

N7198 US Hwy 45, Wittenberg, WI 54499
715.253.4400

Conference Room Use Agreement

The Facility

Ho Chunk Gaming Wittenberg Hotel offers a conference room open to the public with a seating capacity up to 15 guests and additional amenities upon request. Perfect for an offsite business meeting with catering, Wi-Fi and a Smart Board available. There is no smoking in the conference room.

Availability

Reservations are required and must be made at least one week before the meeting date with the exception of regular ongoing meetings. The conference room is available Monday through Friday between the hours of 8am to 4:30pm. The schedule must allow for adequate time for set-up and clean-up within the regular office hours. Use after hours may be accommodated on a case by case basis.

Fee Schedule and Payment

Fee is based on a half day $20, $35 per day, one to two days, 3 to 5 days an additional $30 per day and six or more days an additional $25 per day. A deposit of $20 will be required to hold the reservation with the balance due at the time of the event. Cash or credit card accepted. 72 hour notice of cancellation is required See the Group Sales Manager for full details.

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Please fax completed form to 715-253-3291 or mail to Ho-Chunk Gaming Wittenberg, N7198 US Hwy 45, Wittenberg, WI 54499. For further information, contact Arlene Hanus at 715-253-4400 ext. 3161 or Arlene.Hanus@ho-chunk.com

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Organization Name | Organization Address

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Contact Name | Contact Title

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Phone | Email

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Date Conference Room is Needed | Time of Day | Number in Group

I acknowledge that I have read and agree to the above terms and conference room policy. My organization may be billed for damages or refused future conference room rental if these terms are violated.

Signed____**Date**_________________________