



Event and Conference Room Terms and Conditions 2017

The Wild Manta is pleased that we can offer high-tech teaching and conference rooms for scheduled access by customers in addition to our product development services and great products. At The Wild Manta, our rooms are specifically designed for education, learning, and meeting events. They are fully equipped with furniture and high-tech equipment with Internet access. Whether it is a small group, full class, Science, Art, or a small corporate event, We have a room which will meet your needs.

Room Type	Capacity	Room Equipment (Incl. in Cost)	Base Rate*
Corporate Conference (1 Room)	10 Seats at Tables Plus 8 Side-Chairs (16'x20' room) No Custom Setup Available	<ul style="list-style-type: none"> ✓ Training Tables ✓ Rolling Chairs ✓ Carpet Flooring ✓ Presentation Podium ✓ Computer w/Internet Access ✓ Projector & Whiteboard 	\$15.00/Hour (1 Hr Min)
Auditorium w/Seating (1 Room)	30 – Normal Setup Custom Setup: 40 – Chairs & Tables 65 – Chairs Only	<ul style="list-style-type: none"> ✓ Stackable Chairs ✓ Carpet Flooring ✓ Performance Floor ✓ Presentation Podium ✓ Computer w/Internet Access ✓ Projector ✓ Whiteboards (on stands) ✓ Sound System ✓ Microphone (on request) 	\$25.00/Hour (1 Hr Min)

*- Prices are subject to change and are representative of single event registration.



Event and Conference Room Terms and Conditions 2017

Room Discount Schedule:

Wild Manta is pleased to offer quantity discounts for extended firm event commitment combined with pre-payment for events. Pre-payment must be made at least 48 hours prior to the first event to take advantage of the discount. Those wishing a discount should contact Info@wildmanta.com for more information or call the front desk at 321-676-8606.

Facility Parking:

Wild Manta has parking for 55 cars for all rooms. If you believe your attendance will exceed 30, please notify us so we can accommodate your parking needs using our overflow grass parking area. We can be contacted at call the front desk to arrange for parking and give you guidance for overflow parking.

Directing Your Attendees:

If you are having a large event, we highly recommend that you post a representative at the entrance to our facility to help direct your guests to your room for their convenience so they don't wind up in the wrong room

Video Monitoring:

There are numerous video recording cameras in all rooms and around the facility. Some are used on-demand to broadcast events while others are used to ensure your security. The cameras are wide-field cameras that can usually see the full perimeter of the room. We want our facility to be a safe environment and the security cameras are there for your protection. Only Wild Manta Management has access to the live feed or the recordings. Entering our premises or creating an event implies consent to these video recordings.

Time Restrictions/Considerations :

For the convenience of all of our valued customers, 1 hour slots start on the hour and conclude promptly at 55 minutes after the hour. In order to allow for maximum usage, multi-hour slots conclude at 55 minutes after the final hour scheduled (Example, 4 hours concludes at 3 hours and 55 minutes)

If you need setup for catering or time to break-down, that needs to be included in your room reservation time. We recommend ½ hour prior to and after your event in order to accommodate setup and break-down.

There is no charge for social groups that wish to meet in our Café, at one of our group conference tables or on our Patio. However, conducting presentations and or other group sales activities is not permitted. Also soliciting those members of the public not involved in your event from our Café or Patio for any reason is not permitted.



Event and Conference Room Terms and Conditions 2017

Custom Room Arrangement :

Due to the nature of back-to-back events in scheduled rooms at times, **we can only support custom room arrangement for all-day events.** We do this in order to keep the cost of the rooms economical for all. If you require tables or chairs different from the normal set-up, you will need to schedule the room for enough time ahead and supply the personnel to make the necessary changes. Please also allow enough time to put the room back into the normal set-up. Not returning the room to the original configuration will result in a \$25 additional fee.

Room changes

Wild Manta reserves the right to move rooms of the same price level without notice or consideration in order to maximize capacity. We will do our best to ensure that special equipment requests are retained as rooms are moved. If we believe there to be a special consideration, we will likely call you to ensure you are aware of the change and address any special considerations.

Reservation Charges/Change/Cancellation Policy :

By reserving a room through the online system or via phone, you are entering into a contractual commitment and agreement to pay for the reservation at your defined time at the rates defined above **BEFORE** usage of the facility. We strive to keep our costs as low as possible and, as such, rely heavily on our customers to maintain accurate reservations and honor those reservations.

We work very hard to be flexible and accommodating on room reservation changes. Our online reservation system allows each member unlimited room reservation changes or cancellations at no-cost for up to **48 hours** before of the schedule event. Up until that time, the event may be rescheduled or dates added or deleted. However, after 48 hours before the scheduled event, the reservation time is locked in and becomes a billable commitment on the part of the member. **So, if your event needs to be rescheduled or cancelled, we respectfully ask that you do so at least 48 hours prior to the event.** For your convenience, room usage can be paid for in the store before usage. However, if for some reason you forget to pay for room usage while here someone will contact you within a few days for payment via phone. This payment call will also occur if you do not cancel or reschedule a reservation within the prior mentioned 48 hour deadline.

Room usage charges that are more than 4 weeks old may result in suspension of Event Creator permissions for new events until the account is settled. You can view your account summary at any time by using your www.WildManta.com logon. It should show your event charges pending as well as a payment history.



Event and Conference Room Terms and Conditions 2017

Food Service/Catering:

Snacks, drinks and light meals such as hot or cold sandwiches or entire cold or hot meals can be supplied through our Café. We also have full-service catering offerings for in-room meals or snacks for parties over 15. Our prices are very reasonable. *Patronizing our great Café is a large part of what allows us to keep the room costs so low.* ALL group catering/food must be provided through the Café. Food items that are permitted and not permitted are as follows.

Food Items Permitted

- a. A custom birthday cake or similar item for a special private event/party
- b. Items for your own personal consumption (example: a coffee you purchased at the convenience store on your way here)
- c. Items that are being demonstrated or sampled as part of your business for which the event owner has a license to serve (examples: Shake, nutrition bar, coffee tasting)
- d. Your company is in the business of preparing food with all of its associated certifications and you are serving the food to your own employees.

Not Permitted

- a. Any food item prepared at home that is being served by a business to its customers or potential customers.
- b. Any food item purchased or prepared at other location being brought in for group consumption.
- c. Items that are normally available from our Café for purchase
- d. Electrical appliances which prepare food/drink on-site
- e. External food delivered for an event (examples: Pizza, take-out..etc.)

Under no circumstances are external food items to be served to a group on the premises by a business or business representative to customers regardless of where they were acquired or prepared. Wild Manta refutes all liability and by having an event, the event owner hereby indemnifies The Wild Manta for food items in violation of this policy. We reserve all rights to restrict any particular food item from entering the premises at our sole discretion.



Event and Conference Room Terms and Conditions 2017

We Just Have a Few Simple Rules while you are in the room

Rule #1: Be prompt for your time slot. Since we are scheduling rooms in 1 hour slots, there is a good chance someone is waiting for your event to conclude. Please begin wrapping your event up at the appropriate time (55 minutes after the hour) so that the next group can gain access to the facility.

Rule #2: Be tolerant and respectful of others around you. We have installed sound attenuating walls, but nothing is perfect and we know you will sometimes both create and hear laughter, bumps, and other odd sounds that could become an irritation. This is especially true if you are trying to maintain a quiet environment. Please be considerate and tolerant of others and let one of our associates know if it becomes inconvenient. We will do everything we can to work with you.

Rule #3: Profane, suggestive, or abusive language will not be tolerated in the facility regardless of the audience. Wild Manta is a family and business oriented facility that will have customers of all ages present at all times of day. From our perspective there is never an appropriate time to use profane, suggestive, or abusive language.

Rule #4: Events of a mature nature such as adult health, alternative religious exploration, and financial topics, or adult social organizations can only be scheduled after 5PM.

Rule #5: We want to exchange knowledge with the community. As such, there will be a substantial amount of discussion and content of an academic and religious nature in the facility. Don't be uncomfortable hearing it and don't make people uncomfortable discussing it. Knowledge can only be exchanged if both the giver and the receiver are willingly engaged. However, if someone makes you uncomfortable, do not hesitate to contact an associate. If you are asked to refrain from a particular discussion, be respectful to all and comply. We reserve the right to restrict any activity that we believe is not in line with this focus.

Rule #6: For the convenience of our customers, solicitation of items not directly relating to Wild Manta products and services can only be conducted inside an event room.

Rule #7: Clean up after yourself and your group. Since we are scheduling rooms in 1 hour slots, there is a good chance someone is using the room immediately after you. Please use the refuse container supplied in each room for your trash. Keeping the room clean will minimize the cost to everyone. Please notify store staff immediately if food, drink or other items are spilled on the carpet or tile floor.



Event and Conference Room Terms and Conditions 2017

Rule #8: Do not remove furniture from the room or take furniture from other rooms without prior approval and assistance from the store staff. If you find it necessary to reconfigure the furniture in a room, please take the time to return it to the original configuration upon completion of your event. Custom configurations can be arranged with sufficient prior notice for a nominal charge (typically \$25 per configuration depending on room and configuration). Rooms NOT left in an original configuration will be charged a \$25 reconfiguration fee.

Rule #9: IMPORTANT TO MERCHANTS! - Sales of merchandise during and events where actual inventory is brought into the facility for the purpose of selling to the public are not permitted. We strive to comply with all local laws and regulations and must ensure that the event and the merchandise being sold fall within our Conference Center zoning and retail licenses. If the event is informational where demonstration or sample items are used and orders are taken, no approval is needed. The event organizer is responsible for all sales tax liability associated with sales of their items.

Rule #10: In an effort to ensure quality control and the appropriateness of events, Wild Manta reserves the right to have one employee be a non-participating attendee at any event at no cost to Wild Manta or the employee. We will occupy, at most, one seat/reservation and will not consume supplies that would result in an additional cost to the event holder. Refusal to permit the Wild Manta associate to monitor the event may result in immediate termination of your event solely at the discretion of the on-site manager.

Rule #11: Wild Manta reserves the right to restrict the publication of any event on the Wild Manta web site, printed media, and social media accounts that we deem to be inaccurate, misleading, controversial or not in the best interest of Wild Manta or its customers. We are the sole and final reviewing authority on such publications. If a posted event is determined to be restricted from publication on our event web site, we will set the event to "Private" and notify the event creator. On our social media sites, the event may be hidden or deleted entirely. This does not affect the room reservation. If public publication is desired, we will work with the event creator to see if an appropriate event can be created. If not, then we may, at our own discretion, keep the event private.

Rule #12: Our Facility's public and private spaces, any of the Wild Manta Web Site(s) and associated Social Media sites (Facebook, LinkedIn..Etc.) may NOT be used by any particular event or group as their public platform for advocating violence, anti-religion, or anti-government activities. Conduct within the facility shall, at all times, refrain from activities that are intended to create controversy or



Event and Conference Room Terms and Conditions 2017

publically demean any particular group to the benefit of another. Events deemed to be of this nature will be immediately deleted from all Wild Manta sites. If it is on-site, the person or group will be asked to leave. Wild Manta is the sole and final reviewing authority on such decisions. We may use all legal and law enforcement mechanisms at our disposal to enforce this policy.

Rule #13: Wild Manta does not maintain a public viewing license that allows an event to advertise or show licensed video products to a public audience. It is the sole responsibility of the event host to ensure they understand and are compliant with all applicable public viewing laws before they post an event on the Wild Manta event site. You may be asked for proof of public viewing license as a condition for posting a video viewing on the Wild Manta web site or associated social media sites. If we suspect you are violating the law, we may refuse to allow access to our facilities and equipment until proof of license is supplied.

Rule #14: We try very hard to make Wild Manta a safe and secure place for everyone. However, we are not responsible for items left in rooms or theft of items that may be left unattended in a classroom, store or café areas. We encourage all customers to maintain control of their personal and valuable items at all times. If an item is left in a room, we will do our best to retrieve it and place behind the reception desk.