



Professional | Collaborative | Coworking

## CONFERENCE AND EVENT SPACE RENTAL INFORMATION & AGREEMENT

### Focal Point Coworking, LLC

Focal Point Coworking, LLC (Focal Point) provides meeting and event space for professionals and professional organizations. The conference rooms are available for rental Monday through Friday during Focal Point’s business hours (8:00 am to 6:00 pm). The event space is available upon request. Meeting spaces are not available for rental during Federal Holidays.

\* For conference room use before 8:00 am and after 6 pm, there is an additional \$15 charge per hour.

### Location, Parking

Focal Point is located at 125 S. Lexington Avenue, Suite 101, Asheville, NC 28801. It is conveniently located one block from the Biltmore Parking Garage below the Aloft Hotel. Ample metered street parking available in the area surrounding the building. Note that some of the meters can be paid for unlimited hours, while others have a 2-hour limit. Focal Point does not validate parking.

### Conference Rooms and Rates

Conference rooms include two rooms, Large and Small. The Large can seat up to 10 people and the Small up to 8 people. The Event space can accommodate up to 25-30 people seated in an education setup and up to 60 people in standing setup.

NOTE: These numbers approximate maximum occupancy. We highly recommend that interested parties visit Focal Point prior to making reservations.

Room rental rates are calculated on an hourly or daily basis. Daily rate applies to reservations of greater than 3 hours. When renting the event space, a refundable cleaning deposit of \$100 will apply.

	Small Conference Room	Large Conference Room	Event Space
<b>Members</b>			
Member rate	\$15/hr	\$35/hr	\$150 (1 – 3 hrs)
Member daily rate (up to 8 hrs)	\$75	\$175	\$250 (3 – 8 hrs)
<b>Non-members</b>			
Non-member rate	\$25/hr	\$50/hr	\$300 (1 – 3 hrs)
Non-member daily rate (up to 8 hrs)	\$125	\$300	\$500 (3 – 8 hrs)

**Focal Point Coworking, LLC reserves the right to decline patrons and to amend its policies and rates at any time. These rates and policies became effective May 2018.**

## Room Features and Amenities

	Small Conference Room	Large Conference Room	Event Space
Access to coffee, tea, and water	✓	✓	✓
55 in. 4K UHD Smart LG LED TV	✓	✓	
70 in. 4K UHD Smart LG LED TV			✓
Computer-TV connect - wireless (for PC only)/HDMI for presentations	✓	✓	✓
Teleconference		✓	
Large wall-mounted dry erase board		✓	
Access to full kitchen including refrigerator, microwave, range/oven, and dishwasher	✓ *	✓ *	✓
Access to outdoor patio area	✓ *	✓ *	✓

\* Available for full day meetings in conference rooms.

A portable dry erase board and dry-erase markers is available upon request on a first-come-first-serve basis for the Small conference room and the Event space.

## Reserving Meeting Space

Please complete the Application for Meeting Space and sign the Conditions for Rental Form and submit them to Focal Point Coworking by email: [info@focalpointcowork.com](mailto:info@focalpointcowork.com), ATTN: Conference Room Rental.

## Payment

Focal Point accepts Paypal and checks as payment. NO CASH. We also can accept credit cards, however, a processing fee will apply. If your request can be accommodated, **full payment is due upon booking for the Large and Small conference rooms.** *For rental of Event Space, 50% of total rental fee and other applicable charges must be paid upon booking, and final 50% is on or before rental commencement.* Rental occupancy shall be allowed as per the agreement upon confirmation of full payment from Focal Point.

## Confirmation & Cancellation Policies

Once the completed application, and applicable payment(s) are received, Focal Point staff will confirm the reservation in writing via email.

Requests to cancel reserved meeting space must be received in writing with adequate notice. Adequate notice constitutes three (3) business days for cancellations of the Large and Small Conference Room, and ten (10) business days for cancellations of the Event Space. When there is adequate notice, the renting organization will be refunded their reservation payment minus a \$50 administrative fee. When adequate notice is NOT provided, the renting organization will be charged 50% of the full room fee if notice is received greater than 24 hours in advance.

If a cancellation is due to a regional or national disaster, including extreme weather conditions, the renting organization will receive a full refund.



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## CONDITIONS FOR RENTAL FORM

The following rules govern use of meeting space in Focal Point. Renting organizations agree to abide by these rules as a condition of use. Violations may result in revocation of conference room privileges.

- **Focal Point meeting facilities are equipped with tables and chairs that may be re-arranged provided the renting organization returns the room to its original configuration. In order to maintain the integrity of furnishings, we ask that furniture NOT be dragged, but instead picked up between 2 people (as needed). *Renting organizations are entirely responsible for their own setup; Focal Point staff is not available to assist with this function, unless the Set-up fees are paid for and booked in advance.***
- **The renting organization is responsible for returning the room to the same condition it was in prior to the renting organization's event. This includes returning tables and chairs to pre-event order and proper disposal of trash.**
- **Set up will be permitted no earlier than 1 hour before the start time. Clean up is to be completed no later than 1 hour after the end time.**
- **Meeting activity is restricted to the rented room area, unless otherwise agreed upon. Meeting materials may not be set up in the hallway, and meeting participants may not congregate in the hallway. The renting organization is responsible for communicating this to its meeting participants.**
- **Food and non-alcoholic beverages are permitted within the rented room area, or as agreed. Limited alcoholic beverages are allowed for Event Space with prior approval from Focal Point. Renting organizations must sign for delivery of their catering orders and are responsible for all set up and clean up. Focal Point will not place orders with caterers but will provide recommendations for catering upon request.**
- **Focal Point meeting facilities are located within Focal Point Coworking. Meeting participants must enter through the front door to their respective meeting space. The renting organization is responsible for communicating this to its meeting participants.**
- **Use of phones, desks or other items in the offices of Focal Point staff and its members is prohibited.**
- **The renting organization is responsible for ensuring the return of access card used to access the space. If the access card is lost, the organization will be charged a \$50 replacement fee.**
- **Focal Point requests that each renting organization designate one person to handle all communications and transactions with Focal Point. That designated person must be on-site throughout the rental period.**
- **Focal Point reserves the right to assess a fee if the meeting facility or its equipment is damaged or otherwise not returned to its original condition.**

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Organization Contact

\_\_\_\_\_  
Date