

# CONFERENCE ROOM RENTAL AGREEMENT AND CONTRACT

## MEETING ROOM RATES

The Richards Building Room: daily rate: \$600 with use of tech equipment; \$300 without. Payment of rental fee is required at the time of booking this space.

The room rental rates include standard in-house 85" flat screen smart TV, a 16' media ready conference tables with 10 chairs, lounge area with 2 round tables and 4 sofa chairs at each table built-in Audio Video conferencing equipment with camera, speakers, Logitech swytch Kuerig coffee machine, mugs and mini fridge available.

### MEETING ROOM POLICIES

The following policies are set forth for rental of meeting space at the Richards Building room and Group agrees to abide by these policies.

#### Cancellations:

No penalty if written notice is provided one week prior to meeting date. Cancellation less than one week will be assessed a 25% administrative fee of the total amount due under the agreement. No refunds if cancellation is less than one week from scheduled function. A refund, less applicable cancellation fees, will be mailed to Group upon cancellation.

#### Room Set-up:

Fees include Standard setup in-house 85" flat screen smart TV, a 16' media ready conference tables with 10 chairs, lounge area with 2 round tables and 4 sofa chairs at each table, Audio Video conferencing equipment with camera, speakers, Logitech swytch, Kuerig coffee machine, mugs and mini fridge available.

Any change from standard set-up is an additional \$50.00 charge.

Standard in-House Flat Screen SmartTV: Flat Screen 85" SmartTV is available at no additional cost with the room rental. Group is responsible for the repair of any damage incurred to The Puritan Meeting Place AV equipment while in the Group's use.

Bring own laptop and download software prior to coming. Group is not allowed to download anything on Puritan Equipment.

Group agrees to stay in the Richards Building conference room and not go into the rest of the Puritan Cleaning office except for the use of the restrooms.

#### Clean-up:

Group is responsible for the tidyness of meeting facility upon conclusion of event; a clean-up fee of \$50 will be included in final costs.

- Chairs and tables must be straightened and returned to original position
- No used materials or trash to be left in meeting rooms (i.e. on the tables and counters)
- All used paper, plastic ware; bottles and cans must be place in trash receptacles

- Leftover food must be placed in trash receptacles

**Food:**

Group may order from a caterer or may bring in food.

Wet Bar. The Group may use anything from the Richards Building room Wet Bar or Snack Bar and we will bill you after taking inventory.

**Miscellaneous:**

- No smoking in or around rental facility.
- No Candles
- Alcohol. If you plan on bringing any type of Alcohol an approval in advance is necessary. Group agrees to indemnify Puritans for any claims arising out of the consumption of alcohol in the facility.

The Richards Building Room is stocked with Sparkling water and Kuerig Coffee, Bottled Water, Snacks

## CONTRACT

Group assumes all risk of, and agrees that The Richards Building Meeting Place shall not be liable for any damage to property or injury to or death of any persons including, without limitation, Group or its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on or about The Richards Building Meeting Place premises from any cause except where such damage or injury arises out of the negligence of The Richards Building Meeting Place. Further, Group shall fully indemnify and hold The Richards Meeting Place, The Puritans and Richards Building LLC and their respective members, directors, officers, employees, insurers, attorneys, and agents harmless from all claims, demands, actions, causes of action, losses, damages, or liability (including, without limitation, all expenses of litigation, court costs, and attorney's fees) for any injury or death to any person, including, without limitation, any injury, disfigurement, or death, any monetary claims, for medical expenses, pain and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury received or sustained by any person or property arising out of the acts or omissions, including negligence, of the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the performance of, or failure to perform by, the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, of any of the Group's obligations under this Agreement even if such claim is based on a claimed negligent act or omission of any of the indemnities.

Group assumes all responsibility for repair and restoration in the event of damages caused by the Group or their invitees. Group also agrees to comply with each and every term and provision of The Richards Building Meeting Place Rental Agreement, which is incorporated into and made part of this Contract as if fully set forth herein.

I HAVE READ THE ENCLOSED INFORMATION AND AGREE TO ABIDE BY THE RICHARDS BUILDING MEETING PLACE POLICIES AND AGREEMENT AND THIS CONTRACT.

Group \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

RETURN A SIGNED COPY OF THIS AGREEMENT Via Email to [Abbie@puritancleaning.com](mailto:Abbie@puritancleaning.com)  
PAYMENT TO: Abbie-Klein on Venmo