

Small Conference Room Rental Agreement

Name/Lessee: _____ Phone #: _____

Address: _____

Email Address: _____ Rental Date: _____

Type of Function: _____ Number of Guests Expected: _____

Rental Time Period:

Hourly from _____ am/pm to _____ am/pm

Your rental time includes set up and clean up time.

Small Conference Room Fee		
16 People Maximum		
	Resident	Non-Resident
Hourly Rate	\$40	\$70
Alcohol Fee	\$400	
Cleaning/Damage Fee*	\$200	
Microphone Fee	\$30	
Microphone Deposit*	\$500	
*Hold put on credit card/check		

A mandatory deposit of **\$70(Non-Resident)/\$40 (Resident)** is required to reserve the requested date of the **Clubhouse building**. This deposit is **NON-Refundable** and goes toward the total rental cost.

If the Lessee needs to cancel the reservation and payment was made beyond the \$70(Non-Resident)/\$40 (Resident) deposit, the rest will be refunded if we have 72-hour notice.

In exchange for the sum of of \$70(Non-Resident)/\$40 (Resident) the Stansbury Service Agency agrees to reserve the space stated above for the lessee for the time frame and date stated above. This is a NON-Refundable fee.

Please sign & date for deposit being paid.

Signed: _____ Date: _____
Lessee

Signed: _____ Date: _____
Stansbury Service Agency

The remaining balance of \$ _____, is due the day before the event and before building access is given.

Small Conference Room includes 1 large rectangle table (10ft x 3 ½ ft) and 8 chairs with a maximum occupancy of 16 people. Extra folding chairs available upon request.

Additional Fees

***An upfront damage/cleaning fee* of \$200 will be charged prior to receiving access to building.** * See cleaning & checkout list.

*If Lessee would like to have Alcohol, there is an **additional \$400 fee to bring alcohol on the premises.** Lessee must provide alcohol free of charge to guests.

*If any **damage occurs to the building or equipment therein, the lessee will be charged \$200.00** and held accountable for the full repair cost.

*If the Lessee is found using the reserved space before or after the agreed time, or found using parts of the building not included in the rental, the Lessee will be responsible for paying for the additional hours.

The Lessee will need to provide a credit card or check to be held for the fees listed above.

Please sign initials _____

(For Office Use Only)

The lessee has received a copy of the following:

_____ Small Conference Room Rental Agreement

_____ Small Conference Room Cleaning and Checkout List

Lessee has paid in full in the amount of \$ _____

\$70/\$40 Reservation Deposit Paid on _____ Online ☐ Cash ☐ Card ☐ Check ☐ Check # _____

Remaining Balance \$ _____ Paid on _____ Cash ☐ Card ☐ Check ☐ Check # _____

\$200 Damage/Cleaning Fee Deposit Paid on _____ Cash ☐ Card ☐ Check ☐ Check # _____

\$400 Alcohol Serving Fee Paid on _____ Cash ☐ Card ☐ Check ☐ Check # _____

Pin for doors _____ Doors will unlock from _____ am/pm to _____ am/pm

Lessee agrees to pay the above-listed amount and follow all the Conference Room Rental Rules, as stated.

Lessee understands that the Stansbury Service Agency is not liable for any accident, incident, injury, or damage that may occur on the property, due to negligence or recklessness on the part of the lessee or their guests.

Signed: _____ Date: _____
Lessee

Signed: _____ Date: _____
Stansbury Service Agency

Cleaning & Check-out List

Extra bathroom toiletries can be found in the women's restroom cabinet.

- Vacuum room.
- Wipe off table and chairs.
- Empty garbage can (liners in cabinet in women's restroom).
- **Place garbage bags in the outside dumpster on the far side corner of the parking lot.**

We are happy to provide the cleaning supplies, but if any of the supplies are taken from the building, an additional fee of \$200 will be charged.

Please make sure the doors are securely shut on your way out.

Thank you!

Conference Room Rental Agreement Reminders

- Music cannot disturb neighboring residents and businesses.
- Smoking is prohibited on Stansbury Service Agency Property.
- Underage drinking is prohibited.
- Use of controlled substances is prohibited.
- Please watch your children. We are not responsible or liable for the actions/activities of children.
- **The following is not allowed on the property:**
 - **Hazardous, dangerous, flammable, or explosive materials.**
 - **Open flame candles, sparklers, or fireworks. Battery operated candles are okay.**
 - **Glitter, confetti, silk flower petals.**

Please notify us immediately if there is an accident, fire, or damage.

Use our on-call number: 801-380-0388