

*Conference Rooms*

## Rental Terms and Conditions

**All meeting room rental reservations and agreements are made upon, and subject to, the following conditions:**

1. The room rental is not considered confirmed until authorized representatives of both parties have signed this agreement. **A \$100.00 non-refundable deposit is required.** The remaining balance is due 30 days after your event.
2. The charges for the function will be billed directly to you the “Renter.” We do not accept credit cards. Rates charged will be those rates in effect at the time of the event.
3. The Center is rented on a 4-hour basis only. No hourly rate is available. If you scheduled for the 1- 4 hour rate and you go over your scheduled time, you will be charged the 4-8 hour rate. Fees may apply after 8 hours of use. **You may not go over your scheduled times if there is an additional Renter.** The Center will inform the Renter should there be another group scheduled in the following time slot.
4. Everything brought into the building or onto the grounds by Renter must be removed at the conclusion of the event. The Conference Center reserves the right to charge a fee to the Renter for non-compliance.
5. Decorations may not be attached to the building by using nails, staples, tacks or cellophane tape. The Conference Center reserves the right to assess an additional charge for violating this provision.
6. The kitchen is available for use. The use of electric griddles, hotplates, or crock pots is not allowed. This is a common area of the building and is not available for rent but can be used for coordination purposes.
7. Renter agrees to be responsible for any damage done to the meeting room or any other part of the Center’s equipment by Renter or Renter’s attendees. Repair costs will be charged to the responsible party for any damage to the property or missing equipment.
8. In the event the nature of the function requires you to obtain a permit or license from any governing body (local, state or federal), Renter is solely responsible for applying for and obtaining such a permit or license at the Renter’s own expense.
9. In the interest of public safety, the safety of guests, building tenants and personnel, the Renter acknowledges that the building premises are monitored through the use of video surveillance.
10. The Conference Center, in its sole discretion, reserves the right to assign another meeting room for the function in the event the meeting room originally designated for such function shall be unavailable or inappropriate.
11. This agreement shall be considered to be in full force and effect and legally binding upon both parties upon execution by both parties.
12. **Cancellations must be made 24 hours in advance. If less than 24 hours notice is given, room charges still apply.**
13. The Renter agrees to indemnify and hold the Economic Progress Alliance and its affiliated organizations harmless from any and all losses, damages, injury, or expenses resulting from any action, suit or any proceeding arising out of, or in any way related to, Renter’s use and/or negligence of the owner’s property. Further, the Renter agrees to defend the Economic Progress Alliance and its affiliated organizations in the event the Economic Progress Alliance is forced to defend an action or suit brought against the Economic Progress Alliance and its affiliated organizations as a result of Renter’s negligence.
14. **Renter must provide a Certificate of Insurance** evidencing liability coverage and naming the Economic Progress Alliance of Crawford County as an additional insured prior to the day of the event.
15. The Conference Center does not accept trade or any other type of non-monetary consideration for the use of its facilities. The Renter is expected to remit payment for services rendered upon receipt of an invoice. A service charge of 10 percent may be applied to accounts more than 30 days in arrears.
16. An additional charge of \$50.00 may apply for last minute setup changes.
17. If you wish to set up the day before you must notify the Center when scheduling. \*Fees may apply when necessary.
18. **Attendees are asked to park along the pine trees or chain-link fence in the additional parking area.**

**Economic Progress Alliance of Crawford County  
William J. Douglass Jr. Corporate Conference Center  
764 Bessemer Street, Meadville, PA 16335**

**Rental Agreement**

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

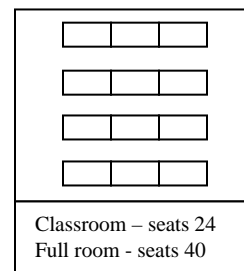
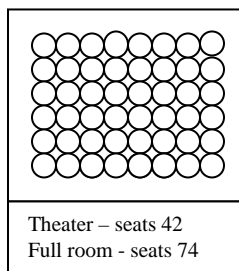
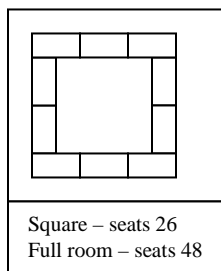
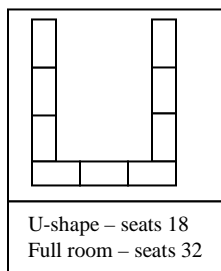
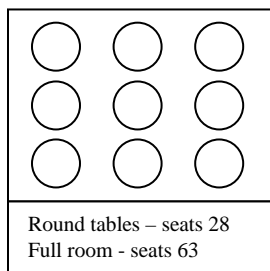
Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Rental Date(s) \_\_\_\_\_ Renter is a Tenant of "The Alliance":  YES  NO

Meeting Time: \_\_\_\_\_ Earliest Arrival Time: \_\_\_\_\_

Reason or Meeting Name: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_



Room Set-up:  Round Tables  U-shape  Square  Theater  Classroom

*\*There are a total of 74 chairs available.*

**\*\*RATES\*\* (please check all that apply)**

**ROOM RENTAL:**

Half Room (1-4 hours) - \$200       Full Room (1-4 hours) - \$250  
 Half Room (Over 4 hours - Up to 8 hours) - \$350       Full Room (Over 4 hours - Up to 8 hours) \$450

**EQUIPMENT NEEDED:**

Laptop Computer/DVD Player       Microphone       Lectern       Whiteboard  
 LCD Projector/Screen       Conference Phone       Sound System       Flip Chart

**CATERING:**

- A list of local caterers is available upon request
- On-site refrigerator available
- On-site coffee maker available for use along w/regular & decaf air pots – 10 cup size
- Renters may bring their own table coverings – round tables are 5ft wide; long tables are 6ft by 2ft.

**\*\*Rates charged for meeting room will be those rates in effect at the time of the event**

***Room rental is not complete until both Renter and the Conference Center sign below:***

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Conference Center: \_\_\_\_\_ Date: \_\_\_\_\_