

Dillon Conference Room 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 ending time.** 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 and any trash must be disposed of in the provided garbage cans at the conclusion of the event. If kitchen area was used, it must be cleaned and garbage disposed. 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 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 a shared common area of the building and is not available for rent but limited usage is available for coordination purposes. The use of electric griddles, hotplates or crock pots is not allowed.
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. This agreement shall be considered to be in full force and effect and legally binding upon both parties upon execution by both parties.
11. **Cancellations must be made 24 hours in advance. If less than 24 hours’ notice is given, room charges still apply.**
12. 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.
13. **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.
14. 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.
15. An additional charge of \$50.00 may apply for last minute setup changes.
16. If you wish to set up the day before, you must notify the Center when scheduling. *Fees may apply when necessary.
17. **Attendees are asked to park on the left side of the building along the pine trees.**

Economic Progress Alliance of Crawford County
Donald E. Dillon Gallery and Conference Room
18360 Technology Drive, 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 (availability between 8 a.m. – 4:30 p.m.): _____

Arrival Time (no earlier than 7:45 a.m.): _____

Reason or Meeting Name: _____ Estimated Attendance: _____

Seats 14

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

ROOM RENTAL:

___ Room (1-4 hours) - ~~\$175~~ \$150 (tenant discount) ___ Room (4-8 hours) ~~\$225~~ \$200 (tenant discount)

EQUIPMENT:

___ LCD Projector/Screen (Renter provides own laptop) ___ White Board
___ Lectern

CATERING:

- On-site catering available from Veronica's Café – 814-332-0018
- List of local caterers & coffee businesses can be provided upon request
- Mini on-site refrigerator available

**We do not offer coffee or catering services*

****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: _____