



CONFERENCE RENTAL CONTRACT

I, _____ have read, understood, and agreed to abide by the rules and regulations for any and all usage for the HSDC rental facilities and equipment as stated within.

CONTACT INFORMATION

Responsible Person: _____ Email: _____

Organization: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Voice TTY Videophone

MEETING/EVENT INFORMATION

Proposed Date(s): _____ Rental Rate: \$ _____

Times (begin & end): _____ Total Hours: _____ Total: \$ _____

Event Name: _____

Estimated Number of Attendees: _____

Set-up Requested (check one):

Board Theater Classroom Other: _____ Set Up Fee: \$ _____

Coffee & Tea Service: \$1.50 per person Total: \$ _____

Equipment (check all that apply):

Overhead Projector Laptop Microphone Podium LCD Projector TV/VCR/DVD

FM System Flipchart Whiteboard Total: \$ _____

Deposit (\$100/\$250 if using AV equipment): \$ _____ Total Rental: \$ _____

Signature

Date



RENTAL RATES	During Business Hours (M-F 8am – 5pm)	After Business Hours (M-F after 5pm and weekends)
Nonprofits serving same population as HSDC: Deaf, Hard of Hearing, Speech Challenged or Deaf-Blind	No Charge (Room only, other charges may apply) \$20 set-up fee	\$25 per hour \$20 set-up fee
Other Nonprofits – Annual Budget less than \$1 million	\$30 per hour \$20 set-up fee	\$40 per hour \$20 set-up fee
Other Nonprofits – Annual Budget more than \$1 million	Under 4 Hours: \$55 per hour All day: \$500 \$20 set-up fee	\$65 per hour \$20 set-up fee
For Profit Businesses	Half day: \$90 per hour Full day: \$75 per hour \$30 set-up fee	Half Day: \$100 per hour Full day: \$85 per hour \$30 set-up fee
AV Equipment Rental	\$45 up to 4 hours of use \$90 up to 8 hours of use	\$45 up to 4 hours of use \$90 up to 8 hours of use
Conference Phone Use	\$25	\$25
Technology Assistance	\$15 one time fee	\$25 one time fee
Coffee & Tea Service	\$1.50 per person	\$1.50 per person

Office Use Only:

Deposit:
 Received: _____
 Refunded: _____
 Forfeited: _____

Payment:
 Statement Sent: _____
 Payment Received: _____
 Balance: _____

Room Scheduled:
 Conference Center
 Second Floor
 Confirmed

Other:
 Key Code Issued: _____

Comments: _____

