



CONFERENCE RENTAL CONTRACT

CONTACT INFORMATION

Responsible Person: _____ Email: _____

Organization: _____

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

Phone: _____ Voice TTY Videophone

MEETING/EVENT INFORMATION

Proposed Date(s): _____ Number of Attendees: _____

Times (begin & end): _____ - _____ Total Hours: _____

*If time begins before or after hours room rental fee increases

Room Rental Fee: \$ _____ x _____ = \$ _____
(Charge per hour) x (number of hours) = (total)

Set-up Requested (check one): Board Classroom Chevron Classroom U-Shape Theater Other _____ Fee: Nonprofit For Profit

Equipment (check all that apply): Overhead Projector Laptop LCD Projector Conference Phone Podium TV/VCR/DVD FM System Flipchart Whiteboard Microphone

AV Equipment Fee: \$ _____ x _____ = \$ _____
(Charge per hour) x (number of hours) = (total)

Coffee & Tea Service: Yes No \$2.00 per person x _____ = \$ _____
(number of people) = (total)

Total Fees:

Set up fee: _____ (\$20 Nonprofits, \$30 For Profits)

Room Rental Fee: _____ AV Equipment Fee: _____

Coffee/Tea Service: _____ Cancellation Fee: _____ Total: \$ _____

By signing below I verify that 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.

Organization Signature: _____ Date: _____

HSDC Signature: _____ Date: _____



Set-up fee: \$20 flat rate for all nonprofit organizations during or after business hours
\$30 flat rate for all for profit organizations during or after business hours

Conference Room Rental Fees:

Type of Organization Hosting	During Business Hours (M-F 8am – 5pm)	After Business Hours (M-F Before 8am, 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)	\$25 per hour
Other Nonprofits – Annual Budget less than \$1 million	\$30 per hour	\$40 per hour
Other Nonprofits – Annual Budget more than \$1 million	4 hours or less: \$55 per hour More than 4 hours: \$45 per hour	\$65 per hour
For Profit Businesses	4 hours or less: \$90 per hour More than 4 hours: \$75 per hour	4 hours or less: \$100 per hour More than 4 hours: \$85 per hour

Other Fees:

AV Equipment Rental (no fee for podium, conference phone, white board, flip chart)	4 hours or less: \$45 flat rate More than 4 hours: \$90 flat rate	4 hours or less: \$45 flat rate More than 4 hours: \$90 flat rate
Coffee & Tea Service	\$2 per person	\$2 per person

Cancellation Fee: If you wish to cancel a meeting you must do so 24 hours prior to the originally scheduled time of the meeting.

For meetings that are cancelled less than 24 hours in advanced or are a no show, a fee of \$50 will be charged for meetings less than 50 attendees and of \$75 for meetings of 50 or more attendees.

*Any meeting that must be cancelled due to inclement weather will not be charged a cancellation fee.

