



Conference Center Rental Agreement

1. Room usage must be arranged with Delta Association Staff at least 15 days in advance.
2. Association staff is not responsible for setup of room and room must be returned to the original setup at conclusion of the function per rules posted in each room. Keys to facility shall be left on table and doors locked upon leaving facility.
3. If there is a charge for the event, a deposit of half the room rate will be expected at sign up.
4. Remainder of room rate will be expected prior to event. Payment may be made by check, cash or Visa, MasterCard.
5. Association must be notified if food will be brought in. A deposit will be required of \$250. Renter shall be responsible for providing plates, napkins, cups, etc. Limited kitchen facilities are available and must be restored to original condition following event. Keys to facility shall be left on kitchen counter and doors locked upon leaving facility.
6. The use and installation of any decorations must be approved in advance by the Association and removed at the conclusion of the event. No signs, photos, flowers or any objects shall be attached to any wall, ceiling or doors without prior approval.
7. The association does not assume responsibility for the damage or loss of any merchandise or articles left on premises prior to or after an event.
8. As a further condition of this Agreement, renter agrees to defend, indemnify and hold harmless the Association, its agents and employees from any and all claims, liabilities and expenses of any kind arising from injuries or damages sustained to persons or property in, on or around the Association facility arising from or relating to use of the premises during rental period. In this regard, renter shall be responsible for renter guests, trespassers, employees and agents.

COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONES: _____

<u>OFFICE USE ONLY</u> DAR Member <input type="checkbox"/> Yes (Member # _____) <input type="checkbox"/> No

DATE/TIME OF SEMINAR/TRAINING _____

LENGTH OF SEMINAR/TRAINING _____

Will Food be Served? Yes No Will Alcohol be served? Yes No

NO SMOKING IS ALLOWED ANYWHERE IN THE BUILDING.

