



Meeting Space Rental Agreement

Desired booking date: _____ please circle requested venue Training Room / Conference Room

This contract for the rental of a meeting venue located at **791 Bayou Pines Rd, Lake Charles, LA 70601**, SWLAR, hereafter referred to as the Owner, and **RENTER'S NAME**, hereafter referred to as the Renter.

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

1. The **Renter shall** pay to the Owner the sum of _____ **TOTAL AMOUNT.**

Non-member rate is \$100 per hour for the training room and \$35 per hour for the conference/board.

Member rate \$70.00 per hour for training room and \$20 per hour for conference/board room if the party is a member, affiliate, or tenant.

50% of the total amount is to be paid as non-refundable deposit due upon signing.

Minimum rental is 3 hours for training room and no minimum for conference/board room.

2. The **Renter shall** have access to and use of the venue purpose of hosting the Renter's event from:

_____ **START TIME** to _____ **END TIME** with access 20 minutes prior to start time in order to set up and 20 minutes after exit in order to clean up

3. **Renter shall** remove all personal property, trash, and other items that were not present in the venue when Renter took control of it. Renter must ensure that tables, chairs, and floors are clean. If venue is not clean Renter shall pay a cleaning fee equal to 1 hour room rental.

4. In the event that Renter fails to pay the balance due within the time period agreed upon in this contract, interest shall accrue upon the unpaid balance at the rate of **10%** per year until it is paid. Renter shall also be liable to owner for any legal fees, court costs, and other expenses associated with collection.

5. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue.

6. Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

In witness of their understanding of an agreement to the terms and conditions herein contained, the parties affix their signatures below.

Sign & date (Renter)	Sign & Date (SWLAR Staff)
Printed Name (Renter)	Printed Name (SWLAR Staff)
Time Renter Entered (Renter initial) ____:____	Time Renter Entered (SWLAR staff initial) ____:____
Time Renter Exited (Renter initial) ____:____	Time Renter Exited (SWLAR staff initial) ____:____

Office Use Only:	
Added to SWLAR booking calendar: yes or no	Calendar invites sent: yes or no
Invoiced by:	Invoice date:
Payment processed by:	Paid date:
Entered in QB:	Receipt #