



Meeting Space Rental Agreement

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.