



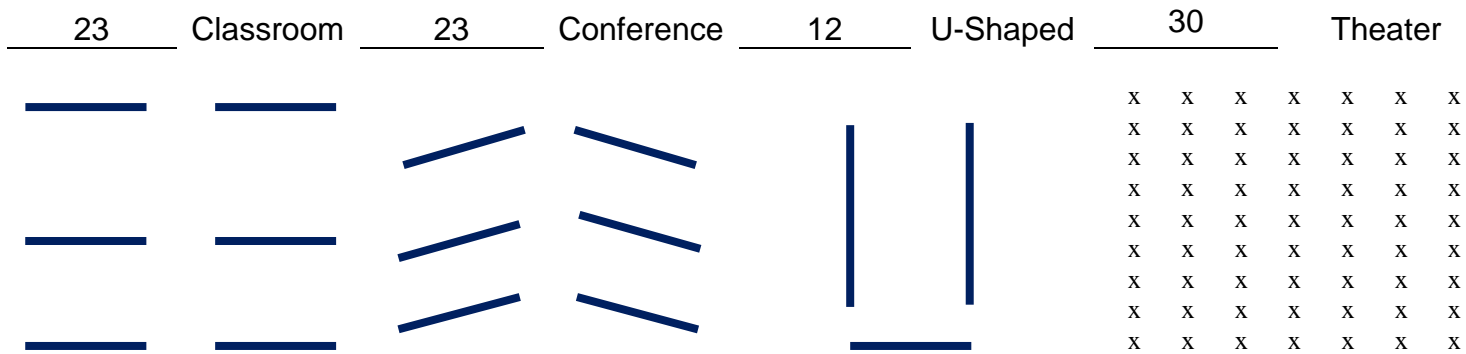
Education & Conference Center Room Rental Agreement

Please fill out the sections below.

DATE OF FUNCTION _____ TIME _____ NUMBER OF ATTENDEES _____
 COMPANY _____
 CONTACT PERSON _____
 E-MAIL ADDRESS _____
 MAILING ADDRESS _____
 CITY, STATE ZIP _____

<u>ROOM ASSIGNMENT</u>	<u>CAPACITY</u>	<u>MEMBER RENTAL RATE</u>		<u>NON MEMBER RENTAL RATE</u>	
		<u>FULL DAY</u>	<u>HALF DAY</u>	<u>FULL DAY</u>	<u>HALF DAY</u>
_____ Board Room	8	Free	Free	\$ 50	\$ 25
_____ Conf. Room 1	23	\$ 65	\$ 35	\$125	\$ 75

ROOM SET UP



DAILY AUDIO VISUAL RENTAL

	<u>MEMBER</u>	<u>NON MEMBER</u>
_____ 35 mm Slide Projector	\$20	\$40
_____ Overhead Projector	\$20	\$40
_____ VCR & Monitor	\$30	\$60
_____ Flip Chart & Markers	\$15	\$30
_____ Multi-Media Projector	\$50	\$150
_____ Additional A/V Requirements: (if other AV is needed retail price plus 15% service fee)		



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CATERING (Please check all that apply)

Morning Break

<input type="checkbox"/> Coffee Only	\$9.00 Per pot
<input type="checkbox"/> Danish <input type="checkbox"/> Donuts <input type="checkbox"/> Fresh Fruit <input type="checkbox"/> Bagels & Cream Cheese	Menu price plus 15%
<input type="checkbox"/> Soft Drinks & Bottled Water	\$1.00 Each

Lunch

<input type="checkbox"/> Deli Tray	Menu price plus 15% service fee
<input type="checkbox"/> Hot Meal	Menu price plus 15% service fee
<input type="checkbox"/> Assorted Sandwiches	Menu price plus 15% service fee
<input type="checkbox"/> Soft Drinks	\$1.00 Each

Afternoon Break

<input type="checkbox"/> Cookies <input type="checkbox"/> Chips <input type="checkbox"/> Fresh Fruit	Menu price plus 15%
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CONTACT & BILLING INFORMATION

Print Name _____

Company Name _____

Card Number _____ Expiration Date _____

Name on Card _____

Billing Address _____

City, State & Zip _____

Telephone _____ Email _____



Education & Conference Center *Room Rental Agreement*

Please fill out the sections below.

AVAILABILITY OF ROOMS

Conference facilities are available 8AM to 5PM Monday-Friday. Functions, which begin before 8AM or end after 5PM, will be subject to an additional \$50.00 per hour charge. Special arrangements must be made for evening or weekend events.

LUNCHES

Several restaurants in the area provide catering service. PICA will fax menus upon request. Food functions will be invoiced with facility rental. Orders must be placed with Karen Foster at least 72 hours prior to function. Fax (704) 357-1154 - Telephone (704) 357-1150.

CANCELLATIONS

Cancellations must be received at least 48 hours prior to function; otherwise, lessee will be liable for room rental and catered events, if applicable.

CLEAN UP

Facility must be left in the same general condition as it was when the rental began. If equipment is brought into the building, it will be the lessee's responsibility to protect the carpet, walls, and fixtures. If damages occur due to said equipment, costs for cleaning and/or repairs will be the responsibility of the lessee. Lessee is responsible for removal of excess trash related to the event, i.e., pallets, cartons, etc. Otherwise, there will be a \$200 minimum charge for this service.

CONFIRMATION OF ATTENDANCE

Guarantee of attendance is required 48 hours prior to function.

TERMS

Payment is due within 30 days of date of invoice. If payment is not received, PICA is authorized to bill all charges to the following credit card:

ACCEPTANCE

I have read and fully understand the rental agreement and accept the terms of payment.

Signature _____ Date _____

RETURN TO

PICA ▪ P.O. Box 19488 ▪ Charlotte, NC 28219-9488
Tel. (704) 357-1150 ▪ Fax (704) 357-1154
Email: cjepps@picanet.org