



Education & Conference Center Room Rental Agreement

DATE OF FUNCTION _____ TIME _____ NUMBER OF ATTENDEES _____

COMPANY _____

CONTACT PERSON _____

MAILING ADDRESS _____

CITY, STATE ZIP _____

Please fill out the sections below.

ROOM ASSIGNMENT	CAPACITY	MEMBER RENTAL RATE		NON MEMBER RENTAL RATE	
		FULL DAY	HALF DAY	FULL DAY	HALF DAY
_____ Board Room	8	Free	Free	\$ 50	\$ 25
_____ Conf. Room 1	20	\$ 65	\$ 35	\$125	\$ 75
_____ Conf. Room 2A	35	\$120	\$ 85	\$175	\$100
_____ Conf. Room 2B	35	\$120	\$ 85	\$175	\$100
_____ Conf. Room 2A&B	70	\$200	\$100	\$275	\$175
_____ Training Room (Permanent classroom set-up)	18	\$ 75	\$ 50	\$175	\$100

ROOM SET UP _____

_____ Classroom _____ Conference _____ U-Shaped _____ Theater

X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X

CATERING (Please check all that apply)

- _____ **Morning Break**
- _____ Coffee Only \$9.00 Per pot
- _____ Snack _____ Danish _____ Donuts _____ Assorted Bagels Menu price plus 15%
- _____ Soft Drinks \$1.00 Each
- _____ **Lunch**
- _____ Deli Tray Menu price plus 15% service fee
- _____ Hot Meal Menu price plus 15% service fee
- _____ Assorted Sandwiches Menu price plus 15% service fee
- _____ Soft Drinks \$1.00 Each
- _____ **Afternoon Break**
- _____ Cookies Menu price plus 15%

<u>DAILY AUDIO VISUAL RENTAL</u>	<u>MEMBER</u>	<u>NON MEMBER</u>
_____ 35 mm Slide Projector	\$ 20	\$ 30
_____ Overhead Projector	\$ 20	\$ 30
_____ VCR & Monitor	\$ 60	\$ 85
_____ Flip Chart & Markers	\$ 15	\$ 20
_____ Multi-Media Projector	\$125	\$300
_____ Screen (N/C in Conf. Rm. 1, 2B, or Training Room)		

Additional A/V Requirements: _____

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:

Print Name _____
 Company Name _____
 Card Number _____ Expiration Date _____
 Name on Card _____
 Billing Address _____
 City, State & Zip _____
 Telephone _____ Email _____

ACCEPTANCE

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

Signature _____ Date _____

RETURN TO

PICA ■ P.O. Box 19889 ■ Charlotte, NC 28219-0889
 Tel. (704) 357-1150 ■ Fax (704) 357-1154
 Email: cjepps@picanet.org