



Not Available for Mediations or Client Meetings

Palm Beach County Bar Association Conference Room Rental Agreement Includes

Wireless Access ♦ Coffee/Water/Sodas ♦ Phone/Fax

Available Monday - Friday 9:00 a.m. - 5:00 p.m (other hours must be approved by Executive Director)

Please complete the following information and return it to the address listed at the bottom of this form.

Name of Company/Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: _____ Email: _____

This will confirm that we would like to rent the conference room in the offices of the Palm Beach County Bar Association as follows:

Hourly (\$100 per hour for members; \$150 per hour for non-members)

Date(s): _____ Times: _____

Half-day (up to four hours) \$350 for members; \$500 non-members

Date(s): _____ Times: _____

Full-day (over four hours) \$450 for members; \$600 non-members

Date(s): _____ Times: _____

Room Setup Style:

Classroom Style - (can accommodate up to 65) Number of People: _____

Conference Room Style (can accommodate up to 27 people)

Please find enclosed our check # _____ in the amount of \$ _____ or to charge your credit card, go to this website: <https://www.palmbeachbar.org/shop/>

Please return this form to Mikki Johnson, Palm Beach County Bar Association, 1507 Belvedere Road, West Palm Beach, FL 33406
Phone (561) 687-2800 Fax (561) 687-9007 mjohnson@palmbeachbar.org.

48-hour cancellation notice is required (\$35 administrative cancellation fee will apply)

users/pburns/publisherdocs/conference room rental agreement.pub

For an additional fee, you may also rent the following equipment:

LCD Projector with screen for additional \$125

Please note: We prefer if you have a PowerPoint Presentation that you email it to Bar staff the day before your event. That way it can be pre-loaded and tested right on our laptop so as to avoid any last minute technical difficulties. Bar staff does not include a full-time IT person and we have limited technology knowledge.