



PALM BEACH COUNTY BAR ASSOCIATION, INC.

Conference Room Facility Use Agreement

Access to WIFI/Coffee/Water Included in rental

This agreement made and entered into on this _____, day of _____, 20 _____;

By and between the Palm Beach County Bar Association, herein called "PBCBA" and

_____, herein called "USER" whose address is

_____. The PBCBA is the owner of the building is authorizing the short-term use of its facility.

Cost and Room Choice:

Large Conference Room (20 people) Member Fee: \$25.00/Hour Non-Member Fee: \$35.00/Hour

Small Conference Room (8 people) Member Fee: \$15.00/Hour Non-Member Fee: \$25.00/Hour

*Fees are applicable during regular business hours (M-F 9:00-5:00)

Date of Rental: ____/____/____

Time of Rental: _____ to _____

Rental

User will pay a rental fee of \$ _____ to the PBCBA for permission to use the conference room on the above noted date of which the total amount is due at the time of signing this Agreement. If payment in full has not been received within seven days of receiving the Agreement, the PBCBA does not guarantee availability of the requested space.

User agrees to repair and/or replace any and all damaged, stolen, lost or missing property, whether real or personal, which occurs during User's use of the premises.

Cancellation Policy

The PBCBA is holding the aforementioned space for the exclusive use by User. Should the entire or partial program cancel, the PBCBA will collect as liquidated damages, fees according to the following schedule:

Cancellations Fee Schedule: 0 -14 days 100% of rental will be due
15-21 days 50% of rental will be due
22-30 days 30% of rental will be due

Indemnity

User agrees to indemnify and hold harmless the Palm Beach County Bar Association, its Officers, Board of Directors, members, their agents and employees from and against any and all liability, claims, demands expenses, fees, fines, penalties, law suit proceedings, actions, costs and cause of actions, including attorney fees, of any kind or nature whatsoever arising out of or in any way connected with the use, activity or occupancy by User, its members, participants, guest, agents or employees of any portion of the facility.

User Name, Title

Authorized by: Carla T Brown, Executive Director

Date of Execution

Date of Execution