



The Palm Beach County Bar Association Conference Space 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)
(Not available for Mediations at this current time)

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: _____

Purpose for Rental: _____

This will confirm that we would like to rent the conference room in the offices of the Palm Beach County Bar Association as follows: (Podium w/Microphone & Panelist table with 4 Goose-neck Mics Included)

Hourly (\$125 per hour for members; \$175 per hour for non-members)

Date(s): _____ Times: _____

Half-day (up to four hours) \$350 for members; \$525 non-members

Date(s): _____ Times: _____

Full-day (over four hours) \$475 for members; \$625 non-members

Date(s): _____ Times: _____

Room Setup Style:

Classroom Style - (can accommodate up to 60) 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/pbba-shop>

Room will not be deemed reserved until full payment is received.

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

48-hour cancellation notice is required (\$50 administrative cancellation fee will apply)

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

LCD Projector with HD Televisions for additional \$135 ____

Handheld mic \$25 ____

Wireless mic \$50 ____

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 to avoid any last minute technical difficulties. Bar staff does not include a full-time IT person and we have limited technology knowledge.