

Upper Lafayette Conference Center

at The Enterprise Business Center of Louisiana

Conference or Meeting Room Reservation Form

Instructions: This form must be submitted a minimum of 5 business days before the event to allow time for all room and technical setup configurations. Return the form to the administrative office for approval. If your reservation form is not approved, use of the desired meeting or conference room is not authorized.

RENTAL INFORMATION

Name of organization or person requesting reservation: _____
Contact Name: _____ **Event Name:** _____
 Mailing Address: _____ (Street) _____ (City) _____ (Zip) _____
 Email Address: _____ Telephone: _____ Today's Date: _____

EVENT INFORMATION

DATE: _____ **Circle:** M T W T F Sat Sun **Number of Guests:** _____ (max 65 – unless approved in advance)
Reserved Time: Start _____ End _____ **Actual Event Time:** Start _____ End _____
 Rental Cost: \$ _____ Deposit Amount: _____ Purpose of event: _____

Is media coverage expected? No Yes (If yes, explain) : _____

Technology needs: projector microphone speaker system other: _____

Room Setup: Classroom (tables and chairs) Theatre (chairs) Square U-Shaped other: _____

Will you be catering your event or have food and drink? Yes No *(NOTE: Additional deposit may be required. No food or drink allowed outside of meeting room.)*

Will you have music or a DJ at your meeting? Yes No *(NOTE: Music must be kept to a sound level that it can not be heard in hallway.)*

Will alcohol be served? If so an alcohol security deposit is required - \$150.

You are required to provide an attendant at the main reception desk to direct guests and to manage/supervise guests to ensure that rental rules are followed. If you do not have an attendant and would like for us to provide an attendant the cost is - \$150. Note: If you chose to provide your own attendant and the attendant does not show up or stay at the front desk the security deposit will be lost.

Date:	/ /	/ /	/ /	\$	alcohol security deposit
Amount Paid:				\$	attendant at event
Balance Due:				\$	technology rental

_____ I have read the lease/reservation form agreement and agree to abide to the terms of use.

_____ I understand and agree to forfeit any and all rental deposits if rental rules are not followed.

Signature: _____ Date: _____ Approved By _____ Date _____

NOTES: _____

RENTAL RULES

Terms of Use Agreement

You are renting "time" and the "conference/event room". The conference room will be opened 20 minutes prior to your event and your event **must end promptly at the end time of your event.** You will be billed \$45 each additional 15 minutes you go over your event time and you will lose your "TIME DEPOSIT". All guests entering the facility must be an invited guest. **DO NOT ASK for entrance prior to the time contracted** –the time you have rented is the time you will be allowed to enter and the time you must exit. RENT A FULL DAY IF NEEDED. If you intend to serve alcohol an ALCOHOL SECURITY DEPOSIT of \$200 IS REQUIRED to provide onsite security during your use of the facilities. If alcohol is brought on the premises and an ALCOHOL SECURITY DEPOSIT has not been paid your event will be shutdown with no refunds. Deposit returns and refunds will be made by mail ONLY and within 45 days after event end date. A fee of \$10/person will be charged for each guest who exceeds the contracted number of guests. **NO REFUNDS FOR CANCELLED EVENTS.** BALANCE OF CONTRACT IS DUE FOR ALL CANCELLED EVENTS. Rescheduling of contracted event dates may be possible, but at the sole discretion of ownership. **NO REFUNDS for customers who call or visit our office with rude behavior, harassing behavior, disturbing the peace, or who will not follow our company's office and lease agreement policies.**

You are responsible for cleaning and removing all trash and decorations, mopping up all spilled drinks (conference room and main hallways), and sweeping the floors cleaned. The room must be left at the level of cleanliness you received it. Trash must be placed in the outside dumpster and not left in the room. The balance due must be paid **SEVEN DAYS PRIOR** to the event date.

I clearly understand that my event start time is _____ and end time is _____.

If I need time for decorating, I will either lease a full day or purchase additional time at \$75/hr for decorating.

I understand that I must bring my own cleaning supplies (detergent, bucket, mop, broom, etc.).

I clearly understand that security deposits are refunded by mail ONLY. Should you not receive your deposit within the contract specified time and you have met the requirements for a security deposit refund, you are to visit: www.EBC70520.com and complete an online "Conference Room Deposit Request FORM". Please do not call the administrative office to discuss deposit refunds – they do not manage deposit refunds. All requests must be made online ONLY.

- **YOU MUST communicate and/or give the rules and lease terms to your caterer, decorator, DJ, and any other services you contract for your event. You will be held responsible if any of the contractors you hire violate rental and lease terms.**
- **ABSOLUTELY NO ALCOHOL !!! (unless a security deposit is paid)**
- **ABSOLUTELY NO USE OF SIDE ENTRANCE DOORS**
Your event will be ended promptly if these EMERGENCY ONLY DOORS are used.
- All guests must have an invitation. No uninvited guests. All guests must present a guest pass or invitation to enter the building or sign a sign-in sheet. No guest entry through side or rear doors. (SECURITY PURPOSES)
- NO EXCESSIVELY LOUD MUSIC Music must not be heard outside of the building at the edge of the driveway. While we respect you wishes to have a nice event it is important that your music be played at a reasonable level and in accordance with the local city ordinances.
- NO LOITERING OUTSIDE OF THE BUILDING. Once a guest leaves the event room they are not allowed to loiter in the parking areas or hallways. (SECURITY PURPOSES)
- No ice chests on the floor. Any spilled liquids from an ice chest must be mopped up immediately as they pose a slipping hazard. You will be billed \$45 if it is necessary for our attendant to mop spilled liquids on the floor.
- Yellow safety bollards are installed at the main entrance doors to prevent unloading – loading of vehicles at the main entrance. This creates a fire safety hazard when vehicles are parked in front of the main entrance doors. Yellow safety bollards are not to be tampered with or moved and no vehicles are allowed to park/block the main entrance doors at any time.
- ALL LOADING AND UNLOADING of decorations and supplies is to be done through the REAR ENTRANCE DOORS ONLY (if you are not sure which door this is – ask). **BE SURE TO EXPLAIN THIS TO YOUR CONTRACTED CATERER OR DJ.**
- All FOOD and DRINK is to be kept in the conference/event room. Guests are not allowed to walk the hallways with food and drink. Liquids and/or food spilled in the hallways must be cleaned up.

You are responsible for cleaning and removing all trash and decorations, mopping up all spilled liquids and/or drinks, and sweeping the floors cleaned. The room must be left at the level of cleanliness you received it. Trash must be placed in the outside dumpster and not left in the room. The contract/lease balance due must be paid **SEVEN DAYS PRIOR** to the event date.

Your Signature _____ Date _____ Time _____

*** A PHOTO ID IS REQUIRED FOR ALL SUBMITTED RESERVATION FORMS ***