

SHBA CONFERENCE CENTER RENTAL AGREEMENT

RENTER: _____

REPRESENTATIVE NAME: _____

TYPE OF EVENT: _____

DATES(S) AND TIME(S): _____

Agreements between SHBA and regular renters are automatically renewable each month unless cancelled by the renting party or SHBA within fourteen (14) days of next scheduled date. One-time renters are expected to remit deposit and estimate use rental rate upon signing of agreement.

The above named renter agrees to rent the SHBA Conference Center on the date(s) and time slots shown for rental fee of \$_____ per use or a total \$_____ per month, payable () one time () monthly () quarterly () annually.

Make check payable to "SHBA" and mail to SHBA, 9701 Baird Rd., Shreveport, LA 71118.

Other: _____

Renter understands that the SHBA Conference Center is a TOBACCO AND SMOKE FREE facility, and hereby agrees to prohibit such products from use at any event held inside or outside the facility. Renter further agrees to abide by the Facility Rental guidelines attached, which outline deposits, clean-up, securing facility, and return of key. Renter must notify SHBA representative if extension of the time shown above by two hours or more is needed in case extended hours require adjustment of rental rate. Renter is required to give two weeks advance cancellation notice to avoid rental free obligation. Exceptions to advance notice of cancellation include unexpected medical emergencies, illness or death, severe weather such as tornado, ice or snow.

For regular monthly renters of the SHBA Conference Center, rental fees are due and payable by the end of the month during which the facility is used unless other arrangements have been made in advance. Single or periodic use of the facility requires payment of rental fees in advance. Further rental opportunities will be forfeited for nonpayment of fees. **Note - Beer, wine and champagne may be served; not sold.

ACCEPTANCE OF AGREEMENT

Rental Guarantor (Print): _____ (Signature) _____

Phone _____ Address _____

Email: _____

SHBA Authorized Acceptance _____ Date _____ Security Deposit Received



SOUTHERN HILLS BUSINESS ASSOCIATION

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