

SHBA CONFERENCE CENTER RENTAL GUIDELINES

RENTAL FEES

Security Deposit \$100
 Refundable following event providing key and facility are returned in **proper condition**.

Time Length	Member	Non-Member
1-4 HRS	\$300	\$400
4-8 HRS	\$400	\$500
8-12 HRS	\$500	\$600
12-24 HRS	\$700	\$850
24-48 HRS	\$800	\$900

Rates are subject to change · 90 days advance written notice given

No liquor is permitted on the premises, beer, wine and champagne **ONLY**

Tables & Chairs must be replaced in their original places.

Tables, counters, floors and the kitchen must be cleaned.

- Loss/damage deposit of \$100 and rental fee due on acceptance of agreement
- Tobacco and drugs prohibited inside and outside the facility. Place smoke towers outdoors to dispose of lighted mtl.
- On-site food service delivery permitted through rear door for serving in open areas.
- Tape, nails, push pins are not permitted (poster putty is acceptable) **Use only Command hooks on the walls.**
- 2 (TWO) Thermostats upon departure: **Heat 55-- degrees Air Conditioning-- 80 degrees**
- ***Facility clean-up expected after use*** unless renter purchases clean-up services.
- Cleaning tools including **vacuum cleaner**, broom and mop are in the broom closet; replacement trash bags and other supplies are under the utility sink. **DO NOT VACUUM LARGE OBJECTS!!**
- Bagged and tied garbage/trash to be removed from premises or disposed in outdoor trash container.
- Key pick-up and return is the responsibility of the renter.
- Damage/loss deposit refunded at conclusion of rental period upon satisfactory inspection of facility.
- Renter holds harmless property owners and operators from any and all occurrences including accident or injury arising during rental period.
- Contract renters given a key are responsible for security of key and do not have permission to make duplicates. Any duplicates allowed will be given them.
- No event may last past 11 pm and security should be obtained by the renter for any event lasting after dark. Security is also recommended when beer and wine is being served.

Contact the SHBA office to confirm and schedule space **318.687.7808**



SOUTHERN HILLS BUSINESS ASSOCIATION

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