

SHBA CONFERENCE CENTER RENTAL GUIDELINES

RENTAL FEES January 1, 2025

Security Deposit \$200
Refundable following event
providing key and facility are
returned in **proper condition**.

Time Length	Member	Non- Member
1-4 HRS SUNDAYS	\$500 \$400	\$600 \$500
4-8 HRS SUNDAYS	\$600 \$500	\$700 \$600
8-12 HRS	\$700	\$800
12-24 HRS	\$800	\$1000
24-48 HRS	\$1000	\$1,200

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

3% surcharge on credit cards

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

Tables & Chairs must be
replaced in their original
places.

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

- Loss/damage deposit of \$200 and rental fee due on acceptance of agreement
- Tobacco, drugs and liquor 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. **Use only foam mounting tape on the walls.**
- Set 2 (TWO) Thermostats upon departure: **Heat 60-- 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 on the shelf. **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 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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