



# Room Rental Agreement

<b>Auditorium (2,600 sq. ft)</b>	<b>MEMBER</b>		<b>NON-MEMBER</b>	
	Monday – Friday	Saturday – Sunday	Monday – Friday	Saturday - Sunday
	Half-day (4 hrs)	\$350	————	\$500
Half – day (4 hrs) with AV equipment	\$450	————	\$650	————
All-day (9:00 am to 5:00 pm)	\$600	\$800	\$850	\$950
All-day (9:00am to 5:00pm) with AV equip.	\$750	\$950	\$1075	\$1275
Cleaning Service (optional)*	\$150	\$150	\$150	\$150

<b>Conference Room (10 people max)</b>	<b>MEMBER</b>		<b>NON-MEMBER</b>	
	Monday – Friday	Saturday – Sunday	Monday – Friday	Saturday - Sunday
	Half-day (4 hrs)	\$100	————	\$200
All-day (9:00 am to 5:00 pm)	\$150	————	\$300	————

<b>Patio</b>	<b>MEMBER</b>		<b>NON-MEMBER</b>	
	Monday – Friday	Saturday – Sunday	Monday – Friday	Saturday - Sunday
	Half-day (4 hrs)	\$100	————	\$200
All-day (9:00 am to 5:00 pm)	\$300	\$500	\$500	\$700

**Contact Michelle Glass (904) 725-4355 or [mglass@nefba.com](mailto:mglass@nefba.com) for more information**

**RULES AND REGULATIONS:**

- Deposit of 50% of rental rate required at the time of booking. Deposit will be applied to balance.
- Balance must be paid in full 72-hours prior to event.
- Renter is responsible for all damages.
- Renter is responsible for returning room to original clean condition.\*
- No furniture can be removed from the Auditorium.
- 72- hour cancellation required via e-mail to [mglass@nefba.com](mailto:mglass@nefba.com) or deposit will be forfeited.
- Table and chairs are not provided with Patio rental. Renter is required to remove all trash from Patio and place in dumpster.
- Prices are subject to change. All events must end by 5:00pm unless previously agreed upon.

# MEETING ROOM RENTAL AGREEMENT AND CONTRACT

The following policies are set forth for rental of meeting space at Northeast Florida Builders Association (“NEFBA”) and Lessee agrees to abide by these policies.

## RENTAL PROCEDURE:

- A 50% deposit must be submitted with the signed Northeast Florida Builders Association Room Request Form (page 3) and the Room Rental Agreement and Contract form (page 4) to reserve the meeting space.
- Balance must be paid in full 72-hours prior to your event date or your event will be cancelled.

## CANCELLATION:

- No penalty will be assessed if written notice is submitted no later than 72 hours prior to your event to [mglass@nefba.com](mailto:mglass@nefba.com)
- When written notice is received any refund applicable will be mailed or returned to lessee credit card.

## ROOM SET-UP:

- NEFBA staff will arrange Auditorium in one of 6 predetermined layouts (see Room Request Form)
- DO NOT attach anything to the walls. No tape, staples, stick pins, Command strips or other attaching devices are allowed.
- The pre-function area contains a coffee pot and small refrigerator for your use. Lessee is responsible for the cleaning of both at the end of the event.
- Equipment provided by Lessee must be approved by NEFBA prior to the event.
- NEFBA offers no guarantee on compatibility of outside equipment.

## CLEAN-UP:

- Lessee is responsible for the cleanliness of meeting facility upon conclusion of event.
  - Trash cans and trash bags are provided by NEFBA, but it is the responsibility of the Lessee to place trash in outside dumpster.
  - Chairs and tables must be straightened and returned to original position.
  - No materials or trash to be left in meeting rooms.
  - Leftover food must be taken away or placed in outside dumpster.
  - If the coffee pot or refrigerator were used, they must be cleaned/emptied.
- An optional cleaning package can be purchased prior to the event.
  - Cleaning package must be purchased at time of rental.

## FOOD:

- Lessee may order from any caterer or may bring in food.
- If Lessee is providing catering, they are to be responsible for the coordination, delivery, and payment of those services.

## MISCELLANEOUS:

- No smoking in or around facility.
- No candles or fireworks in or around NEFBA property.
- Use of alcohol on NEFBA premises requires additional written approval in advance from the NEFBA Executive Officer.

## MEETING ROOM RENTAL AGREEMENT AND CONTRACT

Lessee assumes all risk for any damage to property, or injury to or death of any persons including, without limitation, Lessee or its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on, or about, NEFBA premises from any cause. Lessee agrees that Northeast Florida Builders Association ("NEFBA") shall not be liable for any of the conditions or circumstances described above.

Further, Lessee shall fully indemnify and hold NEFBA and its respective members, directors, officers, employees, insurers, attorneys, and agents harmless from all claims, demands, actions, causes of action, losses, damages, or liability including, without limitation, all expenses of litigation, court costs, and attorney's fees, for any injury or death to any person, without limitation. In addition the Lessee shall fully indemnify and hold NEFBA and its respective members, directors, officers, employees, insurers, attorneys, and agents harmless from all any injury, disfigurement, or death, any monetary claims, any claims for medical expenses, pain and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury received or sustained by any person or property arising out of the acts or omissions, including negligence, of the Lessee or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the performance of, or failure to perform by, the Lessee or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, of any of the Lessee's obligations under this Agreement even if such claim is based on a claimed negligent act or omission of any of the indemnities.

Lessee assumes all responsibility for repair and restoration in the event of damages caused by the Lessee or their invitees. Lessee agrees to be, and is, responsible for ensuring that the meeting, including the layout of the meeting room and any equipment and/or other item used in connection with the meeting and/or the Lessee function, is ADA accessible and compliant. Lessee also agrees to comply with each and every term and provision of the NEFBA Meeting Room Rental Agreement and Contract, which is incorporated into and made part of this Contract as if fully set forth herein.

I HAVE READ THE ENCLOSED INFORMATION AND AGREE TO ABIDE BY NORTHEAST FLORIDA BUILDERS ASSOCIATION POLICIES AND AGREEMENT AND THIS CONTRACT.

Lessee \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

RETURN A SIGNED COPY OF THIS AGREEMENT (page 3),  
NEFBA ROOM REQUEST FORM (page 4),  
AND PAYMENT TO:

NORTHEAST FLORIDA BUILDERS ASSOCIATION  
6747 Southpoint Pkwy  
Jacksonville, FL 32216

OR Email: [mglass@nefba.com](mailto:mglass@nefba.com)

A LETTER OF CONFIRMATION WILL BE SENT VIA EMAIL.

# NEFBA ROOM REQUEST FORM

Date of Submission: \_\_\_\_\_ Event Type: \_\_\_\_\_

Meeting Date & Time Requested: \_\_\_\_\_

Are you a NEFBA Member? \_\_\_\_\_

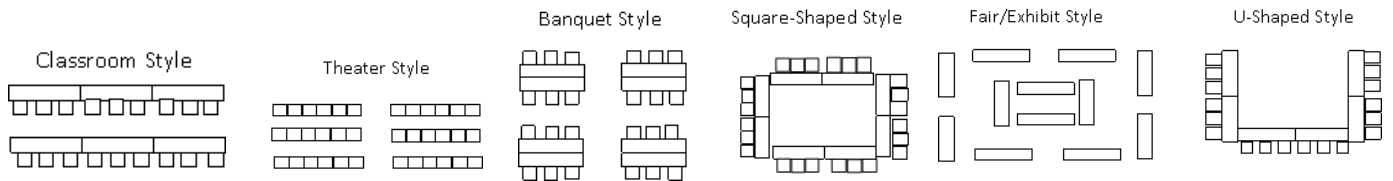
If Yes, would you like to advertise your event in NEFBA Events Monday email? \_\_\_\_\_

- Advertising cost is an additional \$50/week, it is the renters responsibility to send the event flyer to [mglass@nefba.com](mailto:mglass@nefba.com) by the Wednesday before Monday's NEFBA Events email blast.

Room: Auditorium or Small Conference Room AV equipment? Yes No

Cleaning Package: Yes No Approximate Number of Attendees: \_\_\_\_\_

## Auditorium Set-Up:



Main Contact: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Alternate contact information: \_\_\_\_\_

Will you be serving food at your event? \_\_\_\_\_ From: \_\_\_\_\_

Will you be serving alcohol? \_\_\_\_\_ NEFBA EO Approval \_\_\_\_\_

## FOR OFFICE USE:

Date Received:

Deposit \_\_\_\_\_

Paid in Full \_\_\_\_\_

Contract (pg 3) \_\_\_\_\_

Room Req. (pg 4) \_\_\_\_\_

Cancellation Notice \_\_\_\_\_