

The Seminar Center

624 Berkmar Circle | Charlottesville, VA 22901 | (434) 973-8885 | www.bpfp.net

RENTAL AGREEMENT

Name of Renter:	<input type="text"/>	Date:	<input type="text"/>
Name of Representative of Organization:	<input type="text"/>	Title:	<input type="text"/>
Representative phone: (if different than organization)	<input type="text"/>	Rep Email:	<input type="text"/>
Mailing Address: (Street / City / State)	<input type="text"/>	Zip:	<input type="text"/>
Organization Email:	<input type="text"/>	Phone:	<input type="text"/>
Dates Requested: (please include set up and break down time)	<input type="text"/>	To	<input type="text"/>
		Time:	<input type="text"/>
			to <input type="text"/>
Purpose of Rental Use:	<input type="text"/>	Approx. Attendance:	<input type="text"/>
Occupancy:	The Seminar Center Movement Space: 50-80 people Zen Den: 20-30 ppl		
How did you hear about The Seminar Center?	<input type="radio"/> Flyer <input type="radio"/> Website <input type="radio"/> Friends <input type="radio"/> Article <input type="radio"/> Facebook		
	<input type="radio"/> Other <input type="text"/>		

TERMS

- Room rental shall be on a first come, first serve basis until rental agreement is on file
- Room availability is Monday-Sunday 7:00 a.m.-11:00 p.m.
- The Seminar Center reserves the right to terminate contract as we see fit
- All individuals and/or businesses must complete a room rental agreement form
- Half of rental payment is due at time of Booking and is non-refundable
- Remainder of payment is due on the day of the conference room use
- Renter is responsible for set-up and break down of the Movement Room and Zen Den
- Audio Visual equipment will be available for Renter use for a \$30 fee.

REGULATIONS

- Renter is responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to The Seminar Center staff immediately.
- The room should be left in a neat, clean, & orderly condition with chairs & tables in same arrangement. If conditions are not met, a Room Clean-up Fee equal to the cost of cleaning will be charged to the Renter.
- Individuals holding events assume responsibility for any damage to rooms, contents of equipment used will be charged for any necessary repairs or replacement.
- Renter understands that nothing shall be attached to the walls, ceiling, or any of the fixtures without first discussing with staff
- It is understood that the The Seminar Center is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility.
- Renter agrees to release indemnity and hold The Seminar Center harmless of any such damages
- The Seminar Center is a smoke free facility!!

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ADDITIONAL FEES

Overstay Fee

\$20.00 per half hour over time applies to those rentals that are booked to end when rental contract specifies. If the Renter stays past the contract time, this fee will be charged. If an overstay causes the next scheduled event to be delayed, there will be a \$100.00 fee.

ROOM LAYOUT (please describe how you plan to use the space including equipment needed or requested)

AVAILABLE EQUIPMENT: (please check what you will need):

- ☐ 46" HD wall mounted TV | ☐ DVD | ☐ Projector with Screen
☐ Dry erase board
☐ Up to 25 Chairs | ☐ Tables Amt:

PRICING

ZEN DEN Rates

\$25.00 per hour
\$80.00 for 4 hours (day or night)
\$150.00 Full day (8 hours)
\$175.00 (over 8 hours)
A/V Equipment \$30.00

MOVEMENT ROOM (1250 sq ft) Rates

\$35.00 per hour
\$120.00 for 4 hours (day or night)
\$200.00 Full day (8 hours)
\$250.00 All day (over 8 hours)
A/V Equipment \$30.00

PAYMENT

Checks for the Seminar Center payable to IBBCV.

By signing and returning this form the patron hereby agrees to the rental policies set forth. If violation to any of these conditions set forth in this agreement occurs, the Renter may be subject to monetary penalties and will lose the privilege of renting this meeting facility in the future. The form must be returned as soon as possible in order to confirm Renter meeting room date and time, either in person or online.

Renter agrees to follow all terms, regulations and conditions stated above. Renter agrees to indemnify and hold harmless The Seminar Center, its parent corporation, the International Black Belt Center, Inc, its officers, directors, agents and representatives from any claims, damages of any kind, tortious liability, actions, costs (including attorney fees) related to or resulting from the Renter's use of The Seminar Center facilities (including anything related to the Renter's attendees, participants and invited guests) and/or resulting from the Renter's breach of this Agreement. A late fee of 18% per year will be charged to Renter for any outstanding balance or any amounts due by Renter that is past due 30 days at The Seminar Center's sole discretion. Renter agrees not to conduct any unlawful activities at The Seminar Center and shall be fully responsible and liable to The Seminar Center for the conduct of the Renter's participants, attendees and guests. Renter agrees to a \$100 processing charge for any lost key that needs to be replaced and to a \$25 processing fee for any bounced or cancelled checks or checks that are returned by any bank to The Seminar Center. The person signing for the Renter warrants and represents that he or she has the necessary authority to legally bind the Renter to this Agreement.

Signature

Date