

Riverside County Bar Association

Riverside County Bar Association Building
 4129 Main Street, Suite 100, Riverside, CA 92501 • (951) 682-1015 • fax (951) 682-0106
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CONFERENCE ROOM RENTAL AGREEMENT

Event: _____

Date of Event: _____ **Time: From** _____ **To** _____

Room Requested: _____

Number of People: _____

Contact Person: _____ **Phone:** _____

Bill to (Individual and/or Organization Name):

Billing Address:

<i>ROOM</i>	<i>RATES</i>		
	<i>Half-Day*</i>	<i>Full-Day</i>	
Boardroom	\$150.00	\$250.00	
Suite 111 (Small Conf. Room)	\$100.00	\$200.00	
Small Offices	\$25.00		Flat Rate
John Gabbert Gallery (3rd Floor Conference Room)	\$200.00	\$400.00	50 - 120 people
	\$150.00	\$300.00	Fewer than 50 people

* Half-day rentals are from 8:30 a.m. - 12 p.m. and 1:30 p.m. - 5:00 p.m.

Please Note:

- All cancellations must be received at least 48 hours in advance, or you will be billed for 1/2 rate of rental.
- **3rd Floor Conference Room: If tables, chairs and/or podium are moved, they must be returned to original position. If not, a \$50 fee will be charged.**

Signature: _____ **Date:** _____

*** * * Please return this Agreement within 24 hours of (date) _____ . * * ***