

# 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:** \_\_\_\_\_ **# of People:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Organization/Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

<i>ROOM</i>	<i>RATES</i>		
	<i>Half-Day*</i>	<i>Full-Day</i>	
<b>Boardroom</b>	<b>\$150.00</b>	<b>\$250.00</b>	(Size: 18/20 people)
<b>Small Conf. Room (Suite 110)</b>	<b>\$100.00</b>	<b>\$200.00</b>	(Size: 10 people)
<b>Small Offices</b>	<b>\$25.00</b>		(Size: 4 people)
<b>John Gabbert Gallery (3<sup>rd</sup> Floor Conference Room)</b>	<b>\$200.00</b>	<b>\$400.00</b>	50 - 110 people
	<b>\$150.00</b>	<b>\$300.00</b>	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.
- **John Gabbert Gallery: 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) \_\_\_\_\_ . \* \* \*