

# CONFERENCE ROOM RENTAL

## Large Professional Conference Room in a beautiful setting!

At 880 square feet, our Large Professional Conference Room can accommodate **up to 60 people**. High ceilings and large windows make it a bright and open space for meetings, strategic planning, baby showers, birthday parties, and more! Our patio can accommodate a 20' x 40' party tent for events in any season.

Available Monday - Sunday.

Use of our conference room includes:

- Full caterer's kitchen with
  - Dishwasher
  - 2 Full Sized Sinks
  - Microwave & Coffee Maker
  - Pass-through window
  - Commercial range top
  - 2 Residential sized ovens
  - 2 Refrigerators
- (8) 6.5' Wood Tables
- (6) 6' Folding Tables
- (15) 24" Bistro Tables
- (50) Padded Chairs
- Wireless Internet
- Projector (upon request)
- Freestanding whiteboard
- Podium



<b>Rates</b>	<b>NCCA Members/Non-Profit</b>	<b>Non-Members</b>
Weekday Full Day	\$ 175	\$ 250
Weekday Half Day	\$100	\$150
Weekday Hourly	\$ 40	\$ 50

**Non-Refundable Booking fee \$ 50.00 + Cleaning Deposit \$ 200.00**

## Small Meeting Room – Perfect for meeting with clients

Our small meeting room is great for small groups, client meetings, strategic planning, videoconferencing, or just a space to work for the day.

Available Monday-Friday, 8:30am-5pm.

Use of our small meeting room includes

- Wireless Internet
- 58" Flat Screen Smart TV
- Large wall-mounted white board
- Conference style seating for 8
- Access to the kitchen



<b>Rates</b>	<b>NCCA Members/Non-Profits</b>	<b>Non-Members</b>
Weekday Full Day	\$75	\$125
Weekday Half Day	\$45	\$75
Weekday Hourly	\$20	\$30



Both Conference Rooms are FREE to NCCA members for 2 hours each month during business hours.

**For more rental information or to book please go to [nccabuildingpros.com/roomrental](http://nccabuildingpros.com/roomrental) OR call 530-274-1919 or email [info@nccabuildingpros.com](mailto:info@nccabuildingpros.com)**



# SEMINAR / EVENT INFORMATION SHEET

Seminar / Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Number of People: \_\_\_\_\_

Setup Time: \_\_\_\_\_

Cleanup time: \_\_\_\_\_

Large Conference Room: \_\_\_\_\_

Small Conference Room: \_\_\_\_\_

Company / Host Organization: \_\_\_\_\_

Event Primary Contact Name: \_\_\_\_\_

Primary Contact Phone & Email: \_\_\_\_\_

Event Secondary Contact Name: \_\_\_\_\_

Primary Contact Phone & Email: \_\_\_\_\_

\$ 50.00 Booking Fee attached  YES  NO \_\_\_\_\_

\$ 200.00 Cleaning Deposit attached  YES  NO \_\_\_\_\_

\$ \_\_\_\_\_ Balance of rental attached  YES  NO \_\_\_\_\_

## EVENT DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will food and/or drink be served?  YES  NO

Will alcohol be served?  YES  NO

Will the event be open to the public?  YES  NO

Will alcohol be sold?  YES  NO

## OTHER NEEDS

WHITEBOARD  PROJECTOR  EXTENSION CORD  HDMI CABLE

EASELS (Renter supplies paper)  OTHER \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Reservation Agreement Terms and Conditions

## 1. Payment:

- The fee for Large / Small conference room shall be for \$ \_\_\_\_\_ based on the previous page.
- The non-refundable booking fee of \$ 50.00, which applies to your total rental fee, is due with the application. Until both the agreement and booking fee are received, your reservation is not confirmed.
- **All balance of the rental fee is due no less than 30 days prior to the event.** If the application is approved less than 30 days prior to the event, all fees must be paid in full upon completion of this contract. The NCCA reserves the right to cancel any event if the renter does not comply with the policies and procedures stated in this contract or under any unforeseen circumstances.
- Any changes as to the nature of the event or any major changes to the application must be submitted in writing to the NCCA no less than 1 week prior to the scheduled event. Any necessary fee adjustments will be made at that time. Cancellation of an event less than 1 week from the event date will result in deposit being retained by the NCCA.
- **A cleaning deposit of \$200 will be required for non-NCCA-members.** Set-up and clean-up is the responsibility of the renter. Should cleaning be required following your event, the cleaning deposit will be used towards a cleaning service. The option of a cleaning service is available in advance, upon prior arrangement. The cleaning fee is a minimum of \$200, payable by a separate check. After an inspection of the facility, this check will be either mailed back or shredded at the preference of the renter.
- **For non-NCCA-members:** a Certificate of Insurance in the amount of \$1,000,000 is required. The insurance certificate needs to list the Nevada County Contractors' Association as an additional insured.
- **For non-NCCA-members:** In the event alcoholic beverages are to be sold and/or consumed, the above insurance certificate shall indicate evidence of Host Liquor Liability Insurance.
- Should Renter sell alcoholic beverages on the premises during the event, or if alcohol is being served at an event which is open to the public, a permit from the A.B.C is required (Alcohol Beverage Control). The ABC permit applies to NCCA members and Non-Members alike.

## 2. Terms:

- The facility must be under the direct supervision of a responsible adult, 21 years of age or older, who will be present at all times.
- Renter agrees to use the rented premises in a manner which shall not interfere with or cause interface with the use or occupancy of the other portions of the building by the NCCA and others in any way.
- A walk-through of the facilities must be scheduled prior to the event.
- For events held during business hours, please note that parking in the parking lot is limited. The first 3 front parking spaces and 3 back parking spaces are the property of other condominium tenants and must remain available. It is preferred that attendees park on the street.
- Please direct your guests to the side entrance when using the facilities after-hours or on weekends. The front entrance and office areas are not part of the rented facility and are locked after business hours and on weekends.
- Per the Fire Marshall, the maximum capacity for the conference room is 60 people.

3. Conditions:

- Facility keys may be picked up no sooner than the weekday prior to the event. Following this event the renter will leave the key on the counter in the kitchen and lock all doors upon leaving the NCCA building.
- All consumables are the responsibility of the renter, including all paper goods, coffee, tea, condiments, and any office supplies you may need. Any NCCA consumables used during the event will be deducted from the cleaning deposit. This includes beverages from the refrigerator.
- The Renter must return the facility to its original condition before leaving. The tables and chairs are to be returned to their original configuration. The tables must be wiped down. The counters and appliances used must be clean. All used plates utensils, etc., must be rinsed, placed in the dishwasher, and the dishwasher started, using dishwasher soap. If needed, sweep and vacuum floors. The Nevada County Contractors' Association will be responsible for emptying clean dishwashers. Cleaning supplies & equipment are in the hall closest next to the bathroom.
- All trash is to be removed from the premises. It is not allowed for trash to be placed in the NCCA's trash bins; these are for the use of office building tenants.
- If installing outdoor signs to help people locate the function, they must be freestanding and not applied to any existing signs. All signage must be removed upon leaving.
- If the renter is decorating the facility, no tacks, staples, nails, tape, etc. may be put on the walls or ceiling. Part of the deposit will be withheld if the walls and/or ceiling are damaged. Tape may be used on the tables, but no nails, tacks, staples, or glue. (UHU tac is an approved adhesive to secure decorations to the walls). Renter will be responsible for any damage to the furniture, equipment, etc.
- If NCCA laptop and/or projector are utilized, all equipment must be returned (including all related cords and cases) to their original condition. If the renter damages the equipment, a fee will be incurred.
- No excessively amplified music or loud noise. The city has a noise ordinance that is in effect after 10:00 pm.
- Should there be any problems, contact us at (530) 470-3600 (Monica) or (530)913-6062/273-2901 (Tom).

**AGREEMENT**

I have read and understand the Terms and Conditions for Reservation Agreement and agree to the terms.

I hereby assume responsibility for the conduct of the group using the reserved facility and shall be held liable for any or all damages incurred during the use period. The undersigned hereby agrees to hold the Nevada County Contractors' Association harmless from any and all damages to persons or property or both or claims for damages of any nature whatsoever arising out of the use of the facility and have read and understand the conditions required to rent the NCCA Conference Room.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



## Renter Post-Event Checklist – Keep this with you

We appreciate you leaving our facility in the same condition as you received it. Please use this checklist to be sure that everything is put back so you may receive the full cleaning deposit back. **Please complete the following:**

- Clean all tables, counters and appliances used.
- Return large tables to original positions, and plastic tables & chairs to their closets in their correct configuration.
- Remove all decorations (including fastenings). Leave walls clean.
- Rinse and place all dishes and utensils in the dishwasher. Start the dishwasher & switch the sign to “Clean”. **ONLY USE DISHWASHER SOAP, not the dish washing soap.**
- Remove all garbage from the premises. The trash bins outside are for Condominium tenants.
- Leave garbage cans clean inside the building where they were found.
- Place recyclables in blue receptacles.
- Turn off heater and/or air conditioning (a charge will be assessed if left on).
- Sweep and mop floors, if necessary. Broom and mop are in the janitor closet in the hallway.
- Vacuum carpet, as needed. Vacuum is in janitor closet in the hallway.
- Lock the front bathroom door.
- Turn off all lights.
- Lock the door and place the key on the kitchen counter before exiting the building.
- Please verify the door is locked before leaving the premises.

**After hours emergency number: 530-470-3600 (Monica) or 530-913-6062/273-2901 (Tom)**