



MEETING ROOM RENTAL AGREEMENT AND CONTRACT

(Revised 08-01-17)

MEETING ROOM RATES

Time Slot A (8AM – 12:30PM), Time Slot B (1:00PM – 5:30PM), Time Slot C (6:00PM – 10:30PM).

Weekday (Monday – Thursday)	Weekend (Friday – Sunday)
\$75 per time slot Or \$100 for two slots Or \$150 for the entire day	\$100 per time slot Or \$150 for two slots Or \$250 for the entire day

The room rental rates include standard in-house flat screen TV and 1-8 tables and 1-20 chairs. There will be an additional \$100.00 charge if room seating needs to be prearranged.

MEETING ROOM POLICIES

The following policies are set forth for rental of meeting space at The Wyndhurst Meeting Place and Group agrees to abide by these policies.

Rental Procedure:

- All room rental fees must be submitted with signed Meeting Room Request Form and Meeting Room Rental Agreement and Contract to reserve the meeting space.

Cancellations:

- No penalty if written notice is provided two weeks prior to meeting date. Cancellation less than two weeks will be assessed a 25% administrative fee. No refunds if cancellation is less than one week from scheduled function.
- A full refund, less applicable cancellation fees, will be mailed to Group upon cancellation.

Marketing:

- Please give name and phone number of Group contact (not the The Wyndhurst Meeting Place) in marketing pieces.

Room Set-up:

- Fees include standard in-house flat screen TV and standard set-up (up to 8 tables/20 chairs to accommodate 20 attendees). Any change from standard set-up is an additional \$100.00 charge.

Standard in-House Flat Screen TV:

- Flat Screen TV is available at no additional cost with the room rental.
- Group is responsible for the repair of any damage incurred to The Wyndhurst Meeting Place AV equipment while in the Group's use.
- Group may bring their own AV equipment or order from an outside vendor. The Wyndhurst Meeting Place offers no guarantee on compatibility of outside equipment.
- If additional AV equipment is required, Group is responsible for arranging rental of equipment, set-up and dismantling. Group must provide name of company that will be delivering additional AV equipment.

Clean-up:

- Group is responsible for the cleanliness of meeting facility upon conclusion of event; a clean-up fee of up to \$100.00 will be assessed if meeting space is not returned to its original state.
- Chairs and tables must be straightened and returned to original position.
- No used materials or trash to be left in meeting rooms.
- All used paper, plastic ware; bottles and cans must be placed in trash receptacles.
- Left over food must be placed in trash receptacles and taken away.
- Group will provide trash bags.

Food:

- Group may order from an approved caterer list or may bring in food.

Miscellaneous:

- No smoking in or around rental facility.
- No Candles
- No Alcohol

CONTRACT

Group assumes all risk of, and agrees that The Wyndhurst Meeting Place shall not be liable for any damage to property or injury to or death of any persons including, without limitation, Group or its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on or about The Wyndhurst Meeting Place premises from any cause except where such damage or injury arises out of the gross negligence of The Wyndhurst Meeting Place. **Further, Group shall fully indemnify and hold The Wyndhurst Meeting Place 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, including, without limitation, any injury, disfigurement, or death, any monetary claims, including, without limitation, any injury, disfigurement, or death, any monetary claims, including, without limitation, 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 Group 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 Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, of any of the Group's obligations under this Agreement even if such claim is based on a claimed negligent act or omission of any of the indemnities.**

Group assumes all responsibility for repair and restoration in the event of damages caused by the Group or their invitees. Group 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 Group function, is ADA accessible and compliant. Group also agrees to comply with each and every term and provision of The Wyndhurst Meeting Place Rental Agreement, 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 THE WYNDHURST MEETING PLACE POLICIES AND AGREEMENT AND THIS CONTRACT.

Group _____

Signed _____ Date _____

**RETURN A SIGNED COPY OF THIS AGREEMENT, THE WYNDHURST MEETING PLACE REQUEST FORM,
AND PAYMENT TO: THE WYNDHURST MEETING PLACE
P. O. Box 4338
LYNCHBURG, VA 24502**

IF REQUESTED, YOU WILL RECEIVE A LETTER OF CONFIRMATION BY MAIL.

MEETING ROOM REQUEST FORM

Contact Name: _____

Group Name: _____

Phone: _____ Fax: _____

E-Mail _____

Street Address _____

City, State, Zip: _____

Meeting Date(s) & Time(s) Requested: _____

Event Type: _____

(committee meeting, board meeting, lecture, workshop, etc.)

Approximate Number of Attendees: _____ (<42 person limit)

Type of Room Set:

No special arrangement \$100 Specialty arrangement as described

Will you be serving food at your event? Yes No

If yes, name of caterer if applicable: _____

Approximate time you will come by to pick up the key: _____

ALL ROOM RENTAL FEES MUST BE SUBMITTED WITH THE WYNDHURST MEETING PLACE REQUEST FORM AND THE WYNDHURST MEETING PLACE RENTAL AGREEMENT AND CONTRACT

Total Amount Due \$ _____

Check Enclosed: _____ Check Number _____

Credit Card Number: _____ 3 digit code _____

Expiration Date: _____ Zip Code _____

SIGNED: _____ DATE: _____

(signature authorizes charge to your account)

PRINT NAME: _____