

MEETING ROOM RENTAL AGREEMENT AND CONTRACT

MEETING ROOM RATES

MEMBER

To receive member rate, individual booking room must be a DCDS Member and be present at event

Entire Facility: Full Day: \$250.00 Half Day/Evening: \$125.00

- Dr. O. V. Cartwright Reception Hall
- Dr. Paul P. Taylor Executive Board Room
- Dr. D. Lamar Byrd Auditorium

Dr. Paul P. Taylor Board Room: Full Day: \$100.00 Half Day/Evening: \$75.00

CORPORATE

Entire Facility: Full Day: \$600.00 Half Day/Evening: \$300.00

- Dr. O.V. Cartwright Reception Hall
- Dr. Paul P. Taylor Executive Board Room
- Dr. D. Lamar Byrd Auditorium

Dr. Paul P. Taylor Board Room: Full Day: \$200.00 Half Day/Evening: \$100.00

The room rental rates include standard in-house audio visual equipment and classroom seating. There will be an additional \$100 charge if room set needs to be changed.

MEETING ROOM POLICIES

The following policies are set forth for rental of meeting space at the Dallas County Dental Society (DCDS) and Group agrees to abide by these policies.

Room Rental:

- DCDS must receive a signed copy of the agreement to reserve meeting space.
- Rental fee is due in full with signed contract.

Cancellations:

- Written notice two weeks prior to meeting date with no penalty. Cancellation less than two weeks will be assessed a 25% administrative fee. No refund if cancellation less than one week of scheduled function.
- A full refund of deposit paid, less applicable cancellation charges, will be mailed to Group upon cancellation.

Parking:

- Restricted parking weekdays during the hours of 7:30 a.m.-5:00 p.m.
- Group agrees to inform guests to not park in neighboring lots during daytime meetings.
- Please provide a copy of enclosed map and parking instructions to all attendees.

Marketing:

- Please give name and phone number of Group contact (not DCDS) in marketing pieces.

Room Set-up:

- All fees include standard in-house AV and standard classroom set-up (chairs and tables to accommodate 60 attendees). Any change from standard classroom set-up is an additional \$100.00 charge.

Standard In-House Audio Visual Equipment:

The following in-house audio visual equipment is available at no additional cost with the room rental:

- Auditorium and board room are equipped with a built-in screen and marker board
- Auditorium has built-in sound system
- Standing podium with microphone
- Wireless lavalier microphone

Additional In-House Audio Visual Equipment Rental:

- **LCD Projector** **Rental Fee- \$125.00**
- Group is responsible for the repair of any damage incurred to DCDS AV equipment while in Group's use.
- Group may bring their own AV equipment or order from an outside vendor. DCDS 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 \$300.00 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 or taken away.
- DCDS will provide trash bags and receptacles.

Food:

- Group may order from an approved caterer list or may bring in food.
- An ice maker and coffee pot are available.

Miscellaneous:

- No smoking in or around rental facility.
- No candles.
- No alcohol.
- All in-house copies are \$.20 per copy

CONTRACT

Group assumes all risk of, and agrees that DCDS 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 DCDS premises from any cause excepting where such damage or injury arises out of the gross negligence of DCDS. Further, Group shall fully indemnify and hold DCDS 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 claims for medical expenses, pain, and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury to any property received or sustained by any person or property, arising out of the acts or negligence of the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the performance, or failure to perform by the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, any of the Group's obligations under this Agreement, even if such claim is based on a claimed negligent action of any of the indemnities.

I HAVE READ THE ENCLOSED INFORMATION AND AGREE TO ABIDE BY THE MEETING ROOM POLICIES AND AGREEMENT SET FORTH BY THE DALLAS COUNTY DENTAL SOCIETY.

Group _____

Signed _____ Date _____

**RETURN A SIGNED COPY OF THIS AGREEMENT, THE MEETING ROOM REQUEST FORM, AND PAYMENT TO: DALLAS COUNTY DENTAL SOCIETY
13633 OMEGA ROAD
DALLAS, TX. 75244**

IF REQUESTED, YOU WILL RECEIVE A LETTER OF CONFIRMATION