



Rental Agreement

The Greenville Executive Offices grants permission for the use of the Training Rooms as outlined, subject to Terms and Conditions of this Agreement.

Name of Organization: _____

Name of Contact: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Event Date: _____ Set-Up Time _____ Event Start Time: _____ Event End Time: _____

Event Name: _____ Number of Attendees _____

Type of activity: _____

Indicate which room you wish to reserve:

All rooms include use of projector, screen, and Wi-Fi

Training Room(s) (max capacity 100) (\$300 charge for 5hr block) _____

Please select one of the follow room set up options (diagrams are attached)

- Theater (capacity 100) Cabaret (capacity 25) Classroom (capacity 30)
- U-Shaped Style (capacity 25)

How many chairs _____ How many tables _____

Will food/beverages be served? Yes No

If yes, please specify: _____

Large Conference Room: (capacity 10) (\$40/hr) _____

Small Conference Room: (capacity 6) (\$40/hr) _____

Day Office: (capacity 3) (\$30/hr) _____

Deposition Package: (\$90/hr) _____

(Includes use of 1 conference room and 2 day offices)

Please sign the Booking Policies Agreement on the reverse of this form

Booking Policies

Greenville Executive Offices is not responsible for any lost, stolen or damaged property belonging to users of the facilities.

No use of candles, adhesives, glitter, sand weights, confetti, confetti cannons, rice, dance wax, powder or similar materials is permitted.

Decorations and/or displays must not compromise public safety or increase the risk of property damage.

- Stay within posted fire capacities.
- Maintain access to fire exits.
- No candles or special effects equipment such as smoke, fog and fire machines, sparklers, etc. are permitted.

The group scheduling Greenville Executive Offices facilities is financially responsible for any special clean-up or damages resulting from the event or the activity.

Due to the nature of our facilities and proximity to other businesses, noise levels must be minimized.

A room may be put on tentative hold for up to one week pending no other requests. In the event of a competing request, the group tentatively holding the room must either confirm or release the room.

Although we endeavor to honor all room reservations as made, Greenville Executive Offices reserves the right to change rooms at any time to maximize usage.

Cancellation Policy & No-Show Policy

If a group fails to cancel a room reservation at least 24 hours prior to their event, they will be charged the applicable room rate. If the group does not show up for a scheduled event, the group shall be charged 25% in addition to the applicable room rate.

Changes to event date within the cancellation deadline will result in a cancellation fee.

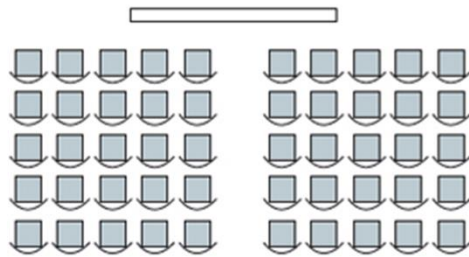
I have completely read and fully understand the policies, rules, and disclaimers pertaining to the use of the Greenville Executive Offices facilities. I agree to be responsible for complying with them and making all payments as called for herein.

Signature

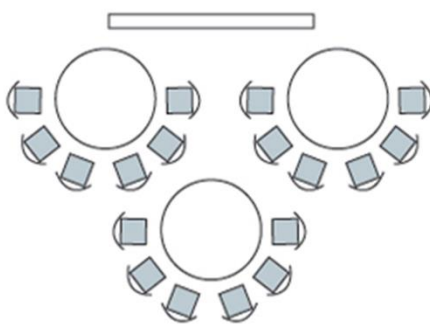
Date

Training Room Setup Options

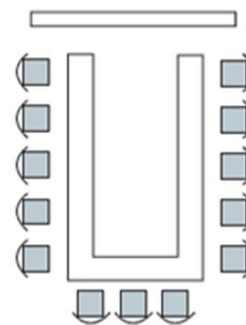
Theatre Style



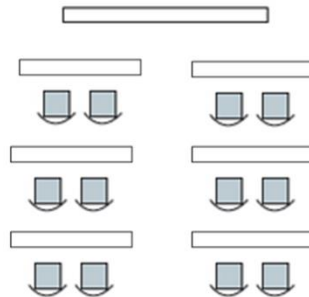
Cabaret Style



U-shaped Style



Classroom Style



Please give at least a 24 hour notice of how you would like the training rooms set up.



1290 E Arlington Blvd, Greenville, NC 27858

Reservation Price Sheet

All rooms come with internet access

Day Office	\$30/hr
Conference Room Includes access to Audio/Video equipment	\$40/hr
Training Room Includes access to Audio/Video equipment	\$300/block*
Deposition Package Includes access to 1 conference room and 2 offices	\$90/hr

*Block = 5 hours

Feel free to call us at (252)414-0012 to schedule your reservation
or email at info@greenvilleexecutiveoffices.com

Current GEO tenants receive 25% off