**BORDEN’S CONFERENCE ROOM RENTAL AGREEMENT**

**General**: This agreement is between Borden’s Hotel LLC and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (renter) for all use of the non-smoking facility at 103 West Legion Ave., Whitehall, MT 59759. This Rental Agreement will remain on file and will apply to all future Conference Room bookings.

**Facility Rental Rates:**

**NON-PROFIT ORGANIZATIONS/BORDEN’S TENANTS**

4 hours or less: $25

Over 4 hours: $50

**BUSINESSES/PRIVATE PARTIES**

4 hours or less: $50

Over 4 hours: $100

\*All times include setup and cleanup time.

Conference Room rental must be paid in full no later than (7) days prior to the event. Checks should be made out to Borden’s Hotel LLC and mailed to Baycroft’s Property Management PO Box 988 Whitehall, MT 59759. All scheduling must go through Lisa Brozovich at (406) 593-0590. An online calendar can be viewed at www.bordenshotel.com to check availability, but reservations must be made through Lisa.

**Cleaning:** The renter is responsible for the cleaning of the conference room upon completion of the usage. If additional cleaning, repair, or property replacement is required, the appropriate amount will be billed to the renter. The renter may also lose the opportunity to rent the Conference Room in the future.

The Conference Room must be returned to its original state to avoid extra charges

* + Chairs and tables must be straightened and returned to original position
	+ No used materials, decorations, or trash to be left in meeting rooms.
	+ All used paper, plastic ware; bottles and cans must be place in trash receptacles along with any leftover food
	+ **Trash must be removed and placed in city trash cans in the alley behind the building.** Clean trash liners must be placed in trash cans.
	+ Wipe down all tables and counter tops
	+ Close doors to the hallway
	+ No smoking in or around rental facility
	+ No Candles or open flame

**Building Modifications**: No building modifications will be allowed to include the permanent or temporary fastening of boards or other materials on any walls, ceilings or floors with nails, tacks, glue, or other adhesive devices without written permission.

**Cancellation:** If the renter notifies Borden’s Hotel LLC by mail, email, or phone at least (7) calendar days before the rental date that the renter is cancelling, the renter will receive a full refund of the money paid toward renting the Conference Room.

**Insurance:** If the renter intends to serve alcoholic beverages of any type, a copy of the organization certificate of insurance must include “host liquor liability” and must be submitted to Baycroft’s Property Management prior to the event. If the renter is using a caterer to provide food and/or alcoholic beverages, the caterer must provide a certificate of insurance. If alcohol is served, the caterer must provide a certificate of insurance with “liquor liability” included. The renter may omit “host liquor liability” when caterer “liquor liability” coverage is provided.

**RENTER POINT OF CONTACT SIGNATURE PHONE**

**BORDEN’S HOTEL LLC POINT OF CONTACT SIGNATURE PHONE**

**DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

**I (we) agree to indemnify and save harmless Borden’s Hotel LLC, against all loss and damage, including damage to person or property arising from any act of negligence of, mine (ours) or of any person acting on my (our) behalf while engaged in the performance of above rental contract with Borden’s Hotel LLC, or while in or about the building or premises, or arising from accident or any injury not caused by an act of Borden’s Hotel LLC, its agents or employees, to anyone attending the event for which I (we) have rented the conference room facility or arising from liens or claims resulting from the performance of this contract.**

**Renter assumes all responsibility for repair and restoration in the event of damages caused by the Renter or their invitees.**