



# Conference Room Rental Agreement

## Conference Room Physical Location:

Diversified Management Co. | 404 Tiger Lane, Columbia, MO 65203

## Conference Room Rental Information:

Maximum Media, Inc. | P.O. Box 776, Columbia, MO 65205  
573-875-8955 | www.dmc-columbia.com | Fax 888-711-1196

### Renter Information:

Name: \_\_\_\_\_ Company/Org: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Rental Request Information:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ am / pm to \_\_\_\_:\_\_\_\_ am / pm (Rentable Hours: 7am - 11pm)

Purpose for Rental: \_\_\_\_\_ # of chairs needed: \_\_\_\_\_

Repeat:  Weekly  Monthly  Yearly  Other Details: \_\_\_\_\_

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

**Large Conference Room:**  
Seats up to 120  
 2 Hours (minimum) = \$80  
 4 Hours = \$150  
 Each additional hour = \$35

**Board Room:**  
Seats up to 12  
 2 Hours (minimum) = \$50  
 Each additional hour = \$20

**Offered:**  
 Coffee = \$10/carafe  
 1  2  3  4

**Bring Your Own:**  
 Pastries (no food cleaning fee)  
 Meal (small cleaning fee)  
 Conference Room = \$25  
 Board Room = \$10

### Instructions:

- The Large Conference Room is on the main floor to the right. The Board Room is on the main floor to the left.
- Please wipe off tables and counters, and dispose all trash into trash bins before you leave.\* (Cleaning supplies are provided.)
- Also, please close the building door tightly behind you (it will lock automatically).
- **If your rental time is outside of normal business hours**, you will need the programmed key fob to access the building. Please come by the office at Diversified Management Co. between the hours of 8am to 5pm Monday thru Friday to get the key fob from the front desk.

(Payment due the day prior to event.) Total: \$ \_\_\_\_\_

**Please call 573-875-8955 to provide credit card information during the hours of 8am - 5pm Monday thru Friday. Credit card is authorized for the above amount and for necessary cleaning charges.\* Checks may be written out to Maximum Media, Inc.**

### \*Cleaning & Damage Charges:

Renters are expected to clean up the room before leaving including: Disposing of all trash into the trash bins, cleaning off tables and counters, returning tables and chairs to original configuration, and generally keeping the rooms in good condition. *If food is served in any way, a food clean up fee is also required.* If these cleaning expectations are not met, a cleaning charge of \$100/hour will be charged. Any damage done to the room or property will result in extra charges based on the assessed damage.

### Limitation of Liability:

Neither Diversified Management Co. nor Maximum Media, Inc. shall be responsible for damage or injury to any person or property occasioned through the use of the above rooms.

By signing below, renter agrees to all above conditions and authorize credit card processing.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send this completed agreement to anthony@maxcat.com or to PO Box 776 Columbia, MO 65205 or fax to 888-711-1196**

**For emergencies call Anthony Holmes at 573-228-1105**

### FOR OFFICE USE ONLY

Approved  Denied Property Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check # \_\_\_\_\_  Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ CRV # \_\_\_\_\_