

# Conference Room Rental Agreement

**404 Tiger Meeting Rooms Rental Information:**  
404 Tiger Meeting Rooms | 404 Tiger Lane Columbia, MO 65203  
404Tiger.com | 573-875-8935 | info@404Tiger.com

## Renter Information:

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

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

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

## Rental Request Information:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_  am /  pm to \_\_\_\_:\_\_\_\_  am /  pm (Rentable Hours: 6am - 12am)

Purpose for Rental: \_\_\_\_\_ # of attendees \_\_\_\_\_

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

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

<input type="checkbox"/> <b>Large Conference Room:</b> <i>Maximum Occupancy 120</i> 2 Hours (minimum): \$ <u>90</u> <input type="checkbox"/> Additional hours <b>Add \$35 for each additional hour:</b> +\$ _____ <input type="checkbox"/> Bring in Food* <b>Add \$50 if food will be served:</b> +\$ _____ Security Deposit: +\$ <u>100</u> (refundable) <b>TOTAL:</b> \$ _____ Payment due prior to event.	<input type="checkbox"/> <b>Board Room:</b> <i>Maximum Occupancy 12</i> 2 Hours (minimum): \$ <u>50</u> <input type="checkbox"/> Additional hours <b>Add \$20 for each additional hour:</b> +\$ _____ <input type="checkbox"/> Bring in Food* <b>Add \$25 if food will be served:</b> +\$ _____ Security Deposit: +\$ <u>50</u> (refundable) <b>TOTAL:</b> \$ _____ Payment due prior to event.	<b>INSTRUCTIONS:</b> <ul style="list-style-type: none"><li>• If your rental time is outside of normal business hours, you will need the programmed key fob to access the building. Please call 573-875-8935 to make arrangements to pick it up.</li><li>• Customer access to the facility is only during paid reservation time. Please schedule ample time for set-up and clean-up.</li><li>• The Large Conference Room is on the main floor to the right.</li><li>• The Board Room is on the main floor to the left.</li><li>• Tables and chairs for indoor use only.</li><li>• NO smoking inside facility.</li><li>• NO glitter or confetti allowed</li><li>• If food is served in any way, a food clean up fee is required</li></ul> <b>WHEN YOU ARE DONE:</b> <ul style="list-style-type: none"><li>• Please wipe off tables and counters, and dispose all trash into trash bins before you leave.* (Cleaning supplies are provided, including vacuum)</li><li>• Close the building doors tightly behind you. (It will lock automatically).</li></ul>
--	---	---

\*Food Charges: While we don't charge a commission on food, there is a cleaning fee

## 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 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.

Please call 573-875-8935 to provide credit card information. Credit card is authorized for the above amount and for any additional necessary cleaning charges.\* Checks may be written out to: **404 Tiger**

## Limitation of Liability:

AH Associations DBA 404 Tiger shall not 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 info@404Tiger.com or to 404 Tiger Meeting Rooms, 404 Tiger Lane, Columbia, MO 65203

For emergencies call Anthony Holmes at 573-875-8935

## FOR OFFICE USE ONLY

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

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