



BATON ROUGE METROPOLITAN AIRPORT CONFERENCE ROOM RENTAL AGREEMENT

MEETING ROOM RATES

The Baton Rouge Metro Airport 1st Conference Room: One hour: \$75.00; Per Day: \$500.00; Per Week: \$1,500.00

The room rental rates include standard in-house flat-screen televisions, conference tables with chairs, podium, microphone, projector, screen, and audio video equipment with the use of a desktop computer.

No additional charge for prearranged seating and use of the existing Audio/Video Equipment.

Deposit: \$50.00. A deposit is required to reserve the requested date. Additional fees and rental rates must be paid in full prior to the meeting or requested date. Deposits will be refunded provided there are no damages to the facility, no disorderly conduct, the activity ends as scheduled and everyone exits at the allotted time. No deposits shall be refunded if the deposit is held/used toward the cost of the rental fees.

TERM

This agreement entered into this ____ day of _____ 20____, by **The City of Baton Rouge/Parish of East Baton Rouge through the Greater Baton Rouge Airport District** (hereinafter referred to as "District") and _____ (hereinafter referred to as "Group").

MEETING ROOM POLICIES

The following policies are set forth for the rental of the 1st Floor Conference Room by the District at the Baton Rouge Metropolitan Airport.

Rental Procedure:

All room rental fees must be submitted with a signed Conference Room Rental Agreement to reserve the meeting space.

Cancellations:

No penalty if written notice is provided at least one week prior to the meeting date. Cancellations less than one week from the scheduled function or meeting will result in the forfeiture of your deposit. No refunds if cancellation is less than one week from the scheduled function even if the deposit was held towards the cost of the rental fees. A full refund, less applicable cancellation fees, will be mailed/provided to Group upon cancellation.

Room Set-up:

Fees include standard setup (by request) of in-house flat-screen televisions, conference tables with chairs, podium, microphone, projector, screen, and audio video equipment with the use of the desktop computer.

The group is responsible for the repair of any damage incurred to the District's audio-video equipment while in the Group's use.



Group may bring their own audio-video equipment or order from an outside vendor. The District offers no guarantee on the compatibility of outside equipment. If additional audio-video equipment is required, Group is responsible for arranging the rental of equipment, set-up, and dismantling. The Group must provide the name of the company that will be delivering additional audio-video equipment.

Clean-up:

The Group is responsible for the cleanliness of the meeting facility upon conclusion of the event.

- Chairs and tables must be straightened and returned to their 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
- Leftover food must be placed in trash receptacles

Food:

Group may order from the Airport's restaurant, our recommended caterer list, or may bring in food.

Miscellaneous:

- No smoking in or around the rental facility.
- No Candles
- No alcohol is permitted on City Parish property (City-Parish Ordinance #11155)

The Group assumes all risk of and agrees that the District shall not be liable for any damage to property or injury to or death of any persons including, without limitation, the Group or its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on or about the District's premises from any cause except where such damage or injury arises out of the gross negligence of the District. Further, Group shall fully indemnify and hold the District 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 monetary claims, including, without limitation, any injury, disfigurement, or death, any monetary claims, including, without limitation, any claims for medical expenses, pain and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury received or sustained by any person or property arising out of the acts or omissions, including negligence, of the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the performance of, or failure to perform by, the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, of any of the Group's obligations under this Agreement even if such claim is based on a claimed negligent act or omission of any of the indemnities.

The Group assumes all responsibility for repair and restoration in the event of damages caused by the Group or their invitees. Group agrees to be, and is, responsible for ensuring that the meeting, including the layout of the meeting room and any equipment and/or other item used in connection with the meeting and/or the Group function, is not ADA accessible and compliant. Group also agrees to comply with each and every term and provision of the Baton Rouge Metropolitan Airport Conference Room Rental Agreement, which is incorporated into and made part of this Contract as if fully set forth herein.



I HAVE READ THE ENCLOSED INFORMATION AND AGREE TO ABIDE BY BATON ROUGE METROPOLITAN AIRPORT'S
CONFERENCE ROOM AGREEMENT AND THIS CONTRACT.

Group Signature: _____
Group Name: _____

Witness: _____

Signed _____
City of Baton Rouge/Parish of East Baton Rouge through
the Greater Baton Rouge Airport District
Mike Edwards, Director of Aviation

Witness: _____

RETURN A SIGNED COPY OF THIS AGREEMENT AND DEPOSIT OR FULL RENTAL PAYMENT TO:

BATON ROUGE METROPOLITAN AIRPORT
9430 Jackie Cochran Drive, Suite 300
ATTN: 1st Floor Conference Room Rental
Baton Rouge, LA 70807

YOU WILL RECEIVE CONFIRMATION OF RECEIPT BY EMAIL.