

The Henderson Business Resource Center is a non-profit organization under the Henderson Chamber of Commerce Foundation; designed as a business incubator to strengthen and diversify the local economy.



## HBRC Rental Agreement - Seminar Room, Conference Room

**HBRC SEMINAR ROOM** is equipped with tables and chairs, 70" HDTV for presentations, Wi-Fi, a white board, marker and eraser and can accommodate between 30-35 people.

**HBRC CONFERENCE ROOM** is equipped with tables and chairs, Wi-Fi, a white board, marker and eraser and can accommodate up to 12 people.

<b>Rates:</b>	Chamber Member		Non-Member	
	<b>4 Hours</b>	<b>8 Hours</b>	<b>4 Hours</b>	<b>8 Hours</b>
Seminar Room	\$100	\$200	\$180	\$280
Conference Room	\$75	\$150	\$120	\$200

This Rental Agreement is made on \_\_\_\_\_ between the Henderson Business Resource Center (112 S. Water Street, Suite 100, Henderson, NV 89015) and (Renter Name) \_\_\_\_\_

representing (Renter Company Name) \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please mark the room you are requesting:  Seminar  Conference  Hoteling Suite

Additional Rental items:  Flip Chart (\$10)  Projector (\$50 per hour with drivers license held as a "deposit")

Date Needed \_\_\_\_\_ for \_\_\_\_\_ hours. **Amount due per selections above \$** \_\_\_\_\_

**Renter agrees to the following conditions:**

1. No smoking in the seminar room or building
2. Payment of materials used or additional items rented due at signing.
3. Any damage to the room, equipment or building interior will be charged to renter at cost of repairs and any loss of use.
4. Non-refundable deposit of 50% is due with this Agreement.

Renters Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Credit Card# \_\_\_\_\_ Security Code \_\_\_\_\_ Exp \_\_\_\_\_

Name on card (Please Print) \_\_\_\_\_

**OR** If paying by check, make check out to Henderson Chamber of Commerce Foundation and mail to Henderson Business Resource Center, 112 S. Water Street, Henderson, NV 89015

**Office Use: Received By** \_\_\_\_\_ **Date** \_\_\_\_\_

Please contact Hannah Brook to verify availability or with any questions at 702.565.8951  
Once availability is confirmed, email this form to HBrook@HendersonChamber.com