



NHHCA

Conference Facility

Rental Information





NEW HAMPSHIRE HEALTH CARE ASSOCIATION

5 Sheep Davis Road, Suite E
Pembroke, NH 03275
603-226-4900

Conference Facility Rental Agreement

Contact Information:

Organization: _____

Contact Person: _____ E-mail: _____

Telephone: _____ Fax: _____

Billing Address: _____

Rental Specifications:

Name of Meeting: _____

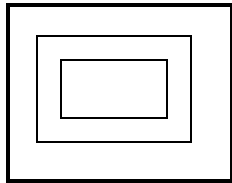
Date of Meeting: _____ Time of Meeting: _____

Number of Attendees: _____

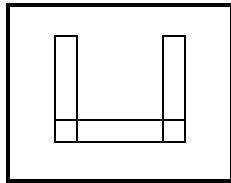
~ Building hours are from 8:00 AM - 5:00 PM ~

Room Setup:

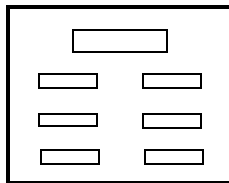
Please circle the setup that you would like.



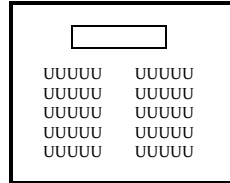
Hollow Rectangle
(42 people)



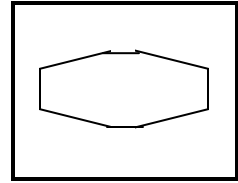
U-Shaped
(30 people)



Classroom
(50 people)



Theater
(60 people)



Oblong
(Board Room Only)

Other Options (please circle):

Head Table

Registration Table

Food Table



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Room Options:

	<u>MEMBER</u>	<u>NON-MEMBER</u>
<input type="checkbox"/> Training Room (up to 60 people)		
Half Day	\$100	\$150
Full Day	\$150	\$200
<input type="checkbox"/> Board Room (up to 20 people)		
Half Day	\$50	\$100
Full Day	\$100	\$150

Conference Room Total: \$ _____

Services Needed:

- Coffee/Tea—\$5.00 per pot
of Pots Hot Tea: _____
of Pots Regular Coffee: _____
of Pots Decaf Coffee: _____
- Pitcher Iced Water— No charge
of Pitchers: _____
- Copies—\$.10 each
of Copies: _____

Services Total: \$ _____

Equipment Needed:

- Flip Chart and Markers—\$15.00
- Conference Phone—\$25.00
- Projector and Screen— No Charge

Equipment Total: \$ _____

GRAND TOTAL: \$ _____

I have filled in all requests and necessary information and agree to the terms and conditions of this agreement.

Signature: _____

Date: _____

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5 Sheep Davis Road, Suite E ~ Pembroke, NH 03275

Phone: 603-226-4900 FAX: 603-226-3376

Conference Facility Rental Agreement

Terms and Conditions:

- ◆ NHHCA reserves the right to change the reservation if Association demands occur.
- ◆ You are free to bring food and beverage of your choice. The NHHCA will provide you with Coffee and/or Tea for an additional charge. Ice Water is provided free of charge. There is a kitchen with sink available for your use. However, we ask that meeting attendees do not use the kitchen. Any leftover food or drink must be taken with you or disposed of in the trash receptacles outside.
- ◆ You are responsible for leaving the classroom in the same order it was in when you arrived. You will be held responsible for any damage to carpet, walls, tables, chairs or other equipment.
- ◆ Parking is permitted ONLY in the gravel parking lots to the side of the building, identified by the "Conference Meeting Parking" sign.
- ◆ PAYMENT POLICY: Payment is due in full with completed rental agreement form. Your meeting room will not be reserved without payment in full.
- ◆ CANCELTION POLICY: 48 hours notice is required for cancelations. No refund will be given without proper cancelation notice.

I agree to the above terms and conditions for renting the NHHCA Training Room/ Board Room.

Company Name

Contact Name

Signature

Date