

CONFERENCE ROOM RENTAL

At 880 square feet, the Conference Room can accommodate up to 60 people. High ceilings and large windows make this a bright and open space. Step through double doors onto the patio which can accommodate 2 large party tents, making for a beautiful location for any event.

Our facility is a great place for:

- Business Meetings
- Training Seminars
- Luncheons
- Weddings and Receptions
- Office Presentations
- Social / Family Gatherings



CATERER'S KITCHEN EQUIPPED WITH...

- (2) Dishwashers
- (2) Full Size Sinks
- Microwave
- Coffee Maker
- (2) 45-cup Coffee Percolators
- Caterer's Entrance
- Pass-thru to Main Hall
- Commercial range top
- (2) Residential Sized Ovens
- (2) Refrigerators

OTHER AMENITIES AVAILABLE INCLUDE...

- Wireless Internet
- Projector and Laptop (upon request)
- Freestanding Whiteboard
- Podium
- (8) 6.5' Wood Tables
- (6) 6' Plastic Folding Tables
- (15) 24" Bistro Style Tables
- (60) Padded Chairs

RENTAL RATES	NCCA MEMBERS	NON-MEMBERS	NPO
Weekday Full Day	\$125	\$175	\$100
Weekday Half Day	\$75	\$100	\$50
Weekday Hourly	\$30	\$40	
Saturday or Sunday	\$125	\$175	\$100

NCCA Members receive 2 hours free during NCCA business hours:
Monday - Friday, 8:30am - 5:00pm



Seminar / Event Information Sheet

Seminar / Event Name: _____

Event Date: _____ Start Time: _____ End Time: _____

Setup Start Time: _____ Cleanup End Time: _____

Company / Host Organization: _____

Event Primary Contact: _____

Contact Phone: _____

Contact E-mail: _____

Event Secondary Contact: _____

Contact Phone/E-mail: _____

Event Description

Will food/drink be served? ☐ Yes ☐ No Will alcohol be served? ☐ Yes ☐ No

Will event be open to the public? ☐ Yes ☐ No Will alcohol be sold? ☐ Yes ☐ No

Other Needs

☐ Whiteboard ☐ Projector ☐ Extension Cord ☐ HDMI Cable

☐ Easels ☐ Other: _____

Additional Notes: _____

NCCA STAFF USE ONLY

Event Marketing

Flyer Creation: ☐ NCCA ☐ Host ☐ Other: _____

NCCA e-Bulletin Dates: _____

E-mail Announcement: Dates: _____

Mailing Dates: _____

Other: _____ Dates: _____

Notes

Room Setup (If Applicable)

Layout: ☐ Theater ☐ Classroom ☐ Banquet ☐ Conference

Layout Notes: _____

Fees

Is renter an NCCA Member? ☐ Yes ☐ No Is renter a non-profit org? ☐ Yes ☐ No

Is this a recurring event? ☐ Yes ☐ No If yes, frequency: _____

\$50 Cleaning deposit? ☐ Yes ☐ No Will renter need a key? ☐ Yes ☐ No

Rental Checklist

☐ Add to Google & Outlook Calendars with contact info ☐ Invoice / e-mail / set reminder for 1 week out

☐ Walk-Through Complete ☐ Payment Received in Full and noted on calendar

☐ Insurance Certificate Rec'd (if Applicable) ☐ Key Returned ☐ Dishwasher Emptied

Reservation Agreement Terms and Conditions

1. Payment:

- The fee for this rental shall be _____ per _____
- All fees are due and payable no less than 30 days prior to the event. If the application is approved less than 30 days prior to the event, all fees must be paid in full upon completion of this contract. The NCCA reserves the right to cancel any event if the renter does not comply with the policies and procedures stated in this contract or under any unforeseen circumstances.
- Any changes as to the nature of the event or any major changes to the application must be submitted in writing to the NCCA no less than 1 weeks prior to the scheduled event. Any necessary fee adjustments will be made at that time. Cancellation of an event less than 1 week from the event date will result in deposit being retained by the NCCA.
- A cleaning deposit of \$50 will be required for non-NCCA-members. Set up and clean-up is the responsibility of the renter. Should cleaning be required following your event, the cleaning deposit will be used towards a cleaning service. The option of a cleaning service is available in advance, upon prior arrangement. The cleaning fee is a minimum of \$50.
- For Non-Members, in the event alcoholic beverages are to be sold and/or consumed on the premises during Renter's use of the facility, Certificate of Insurance in the amount of \$1,000,000 (available through a homeowners' insurance policy) shall indicate evidence of Host Liquor Liability Insurance.
- Should Renter sell alcoholic beverages on the premises during the event, or if alcohol is being served at an event which is open to the public, a permit from the A.B.C is required (Alcohol Beverage Control). Members are not required to provide a Certificate of Insurance.

2. Terms:

- Facility must be under the direct supervision of a responsible adult 21 years of age or older who will be present at all times.
- Renter agrees to use the rented premises in a manner, which shall not interfere or cause interface with the use or occupancy of the other portions of the building by the NCCA or others in any way.
- A walk-through of the facilities must be scheduled or completed at time of booking.
- For events held during business hours, please note that parking in the parking lot is limited. The first 3 front parking spaces and 3 back parking spaces are the property of other condominium tenants and must remain available.
- Please direct your guests to the side entrance when using the facilities after-hours or on weekends. The front entrance and office areas are not part of the rented facility and are locked after business hours and on weekends.
- Per the Fire Marshall, the maximum capacity for the conference room is 55 people.

3. Conditions:

- Facility keys may be picked up no sooner than the weekday prior to the event. Following the event the renter should leave the key on the counter in the kitchen and lock all doors upon leaving the NCCA building.
- All consumables are the responsibility of the renter, including all paper goods, coffee, tea, condiments and any office supplies you may need.
- The Renter must return the facility to its original condition before leaving. Tables and chairs are to be returned to their original configuration. The tables must be wiped down. The counters and appliances used must be clean. All used plates utensils, etc. must be rinsed, placed in the dishwashers, and start the dishwashers. If needed, sweep and vacuum floors. The Nevada County Contractors' Association will be responsible for emptying clean dishwashers.
- All trash is to be removed from the premises.
- If installing outdoor signs to help people locate the function, they must be freestanding and not applied to any existing signs and they must be removed upon leaving.
- If the renter is decorating facility, no tacks, staples, nails, tape, etc. may be put on the walls or ceiling. Part of the deposit will be withheld if walls and/or ceiling are damaged. Tape may be used on the tables, but no nails, tacks, staples or glue. (UHU tac is an approved adhesive to secure decorations to the walls and can be purchased at Walkers Office Supply). Renter will be responsible for any damage to furniture, equipment, etc.
- If NCCA laptop and/or projector are utilized, all equipment must be returned (including all related cords and cases) in their original condition. If renter damages the equipment, a fee may be incurred.
- No excessively amplified music or loud noise. The city has a noise ordinance that is in effect after 10:00 pm.
- Should there be any problems, contact Barbara Bashall on her cell phone at (530) 559-1252.

AGREEMENT

I have read and understand the Terms and Conditions for Reservation Agreement and agree to the terms.

I hereby assume responsibility for the conduct of the group using the reserved facility and shall be held liable for any or all damages incurred during the use period. The undersigned hereby agrees to hold the Nevada County Contractors' Association harmless from any and all damages to persons or property or both, or claims for damages of any nature whatsoever arising out of the use of the facility, and have read and understand the conditions required to rent the NCCA Conference Room.

Renter Signature

Date

Printed Name

Renter Post-Event Checklist

We appreciate you leaving our facility in the same condition as you received it. Please use this check-list to be sure that you may receive a full refund of your cleaning deposit.

Please complete the following:

- ☐ Return tables and chairs to original positions
- ☐ Return all small tables and chairs to their closets.
- ☐ Clean all tables, counters and appliances used.
- ☐ Rinse and place all dishes and utensils in dishwasher. Start the dishwasher.
- ☐ Remove all of your garbage from the premises.
- ☐ Leave garbage cans clean inside the building where they were found.
- ☐ Place recyclables in their proper receptacles.
- ☐ Remove all decorations (including fastenings).
- ☐ Turn off heater and/or air conditioning (A charge will be assessed if left on).
- ☐ Sweep and mop floors, if necessary. Broom and mop are located in the janitor closet in the hallway.
- ☐ Vacuum carpet, as needed. Vacuum is located in hallway closet.
- ☐ Turn off all lights.
- ☐ Leave key on kitchen counter.
- ☐ Remember to lock the door behind you.

Thank you for renting our facility! We hope that you enjoyed your time here and will consider us for your next event!

After hours emergency number: 530-559-1252