

## NEMA CONFERENCE CENTER

The following represents an agreement between; National Electrical Manufacturers Association (NEMA) and (name of organization) and outlines specific conditions and services to be provided.

<b>ORGANIZATION:</b>	
<b>FUNCTION NAME:</b>	
<b>CONTACT:</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE:</b>	
<b>EMAIL:</b>	

**EVENT REQUIREMENTS:**

Date	Start Time	End Time	Room Set-Up	Room Name	Rental Fee

**DESCRIPTION OF EVENT (Required):**

**DEFINITE BOOKING**

Each organization will have 10 business days to sign and return this agreement along with the required 50% deposit at which time the reservation will be confirmed and considered a definite booking. (See payment options on next page).

**FUNCTION SPACE**

For safety and security, organization agrees that it will not use any items in the function space that creates any amplified noise, smell, or visual effect without advance notification and written approval by NEMA.

NEMA reserves the right to assign another comparable room for the Organization's function in the event the room originally designated for such function shall be unavailable or inappropriate.

**DAMAGES**

Group is responsible for any damages to the facility.

**CONFERENCE CENTER HOURS AVAILABLE FOR RENTAL**

8:00 a.m. to 5:00 p.m. Monday- Friday ; No Holidays

**EXTENDED HOURS**

If the meeting goes beyond the designated end time specified in the agreement, a pro-rata fee will be charged. If the meeting goes beyond 5:30 p.m., a rate of \$100.00 per hour will be incurred.

**CANCELLATION POLICY**

Either NEMA or the Organization may cancel this contract without cause at any time prior to the event by paying the other party a cancellation fee based on the following scale:

Fewer than (6) months to (1) month from event date, 50% deposit will be refunded.

Fewer than 30 days up to event date, 100% of rental agreement will be assessed.

Cancellations made under this provision shall be made by the canceling party to the non-canceling party by written notice and payment of the liquidated damages due at that time.

Failure to remit payment when due will result in cancellation of this agreement and Organization shall be liable for the cancellation fee.

**PAYMENT OPTIONS**

\_\_\_ Credit Card – NEMA will honor valid credit cards properly tendered for use. We accept Visa, American Express, and MasterCard. Payments will be processed 3 business days prior to the date of the event.

\_\_\_ Check – If paying by check all checks must be received 5 business days prior to date of the event.

\_\_\_ Direct Billing – Direct billing must be approved by NEMA in writing prior to the event. Payment of all direct billing must be made within in 10 days of receipt of invoice.

**Neither NEMA nor the Organization shall be considered in breach of this Contract to the extent that performance of their respective obligations (excluding payment obligations) is prevented by an Event of Force Majeure that arises after the Effective Date.**

**ORGANIZATION**

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NEMA**

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_