January 13, 2016

Company Name:

Company Address/City/State/Zip:

Contact Name:

Contact Phone:

Contact Email:

We are pleased to provide meeting space for your event and have defined some criteria to ensure we are in agreement on this arrangement. Room rates vary depending upon whether the class is a paid event or free to the attendees.

This letter serves as your confirmation of a reservation for:

Date:       Time:       AM/PM until       AM/PM [ ]  Training Room [ ]  Conference Room

The following room rental rates will apply:

|  |  |  |  |
| --- | --- | --- | --- |
|   | DallasHR Member Rental Rates | Non-Member Rental Rates | Concession Fees\*(Optional) |
|  | Full Day | Half Day | Full Day | Half Day | Full Day | Half Day |
| Paid Events | $100 | $50 | $150 | $100 | $5/pp | $2/pp |
| Free Events | $0 | $0 | $125 | $75 | $5/pp | $2/pp |

*\*Concessions include sodas, coffee, plates, cups, utensils, napkins. Please select a concession option:*

[ ]  Half Day Concessions [ ]  Full Day Concessions [ ]  Decline concessions

The following audio/visual equipment is requested to be reserved for your event: [ ]  Projector [ ]  Laptop [ ] Flipchart/markers

* PAYMENT TERMS: Payment by check, cash, Visa, MasterCard or American Express in due in full on or before the day of the event.
* Please plan to arrive one hour early to set up and prepare for your guests’ arrival.
* Your team will set up the tables in your desired design. Room capacity for the training room is about 30 (depending upon setup), and the conference room has a maximum capacity of 12.
* Bring any signage you wish to display. Easels will be available for your use. Signage can be placed in our 8th floor elevator lobby beside our office entrance to point your guests towards our meeting space entrance. DallasHR’s training room has a separate door for entry and exit for your meeting. This door enters into a lounge area where you can greet your guests.
* Limited audio/visual equipment is available for your use throughout the day. Reserve any requested equipment in advance with our administrative assistant to ensure equipment is available. Both our rooms have white boards, drop down screens and internet access.
* Events may be scheduled to begin no earlier than 9:00 am and end no later than 4:00 pm. Office hours are 8:30 am – 4:30 pm. If staff is required to open/close before or after normal office hours, a $25 hourly fee will be incurred.
* Any promotion of the event must include this disclaimer: “This is an independently organized event and is not affiliated with or endorsed by DallasHR.”
* Please plan to provide all copies of handouts or materials you wish to distribute to your attendees.
* Upon ending your event, meeting room(s) and kitchen must be left clean and without damage.
* You may bring in your own food and beverages.

We hope your meeting is successful and that our space provides you with a comfortable environment to host your guests.

NOTES:

Accepted:

Print name:

Date:

PAYMENT Visa MC AmEx Check

Credit card #:

Exp. date:

Cardholder’s name:

Cardholder’s signature: