



CONFERENCE ROOM RENTAL AGREEMENT

AGREEMENT made by and between the **Mercer County Bar Association**, 1245 Whitehorse Mercerville Rd., Suite 420, Mercerville NJ 08619-3894, and Renter: _____

Date of Rental: _____ Arrival Time: _____

1. Renter agrees to make payment to the **Mercer County Bar Association** upon the signing of this contract as follows:

Member Benefit*	Member	Non-member
\$0	\$100	\$200

*MCBA members are entitled to one gratis annual rental of the MCBA conference room. This benefit is non transferrable and members must confirm the reserved date 48 hours prior to usage.

2. Renter agrees to limit the use of the **Mercer County Bar Association** phone lines and/or fax machine to local calls only.
3. Photocopying of documents is available at \$.25 per page.
4. The conference room will be left in the condition in which it was found on the day of the rental.
5. Use of the conference room is limited to the Bar Association hours of operation, which are 9:00 a.m. to 5:00 p.m. However, in special circumstances, the conference room may be available for use in the evening hours and on weekends.
6. The Bar Association reserves the right to limit the use of the conference room.
7. This Agreement must be signed by the Executive Director of the **Mercer County Bar Association** to be valid. It is not assignable by the renter. No verbal or other agreements are binding.

8. You will be billed for the room rental if written cancellation is less than 48 hours prior to the arrival date/time.

Please Print:

Renter/Firm Name: _____

Contact Name: _____

Signed: _____

Address: _____

Email Address: _____

Phone: _____

Fax: _____

Date: _____

Mercer County Bar Association Countersignature

Signed: _____ Date: _____

Christine S. Brennan, Executive Director

Date Paid: _____ Check # _____

Accepting Visa and MasterCard

Credit Card Number: _____

Exp. Date: _____

Address on Credit Card: _____

Signature: _____