



CONFERENCE ROOM RENTAL AGREEMENT

Name: _____ Company Name: _____

Street Address: _____ City: _____ ST: _____ ZIP: _____

Telephone: Cell: _____ Office: _____

Email Address: _____

Requested Rental Date: _____ Time: _____ AM PM to _____ AM PM

Alternate Rental Date: _____ Time: _____ AM PM to _____ AM PM

Recurring Rental: Every DAY WEEK MONTH Time: _____ AM PM to _____ AM PM

List all dates of recurring rental: _____

Rental Fee (to be paid at time of booking): \$ _____ **Paid by** _____ **on** _____.

Renter agrees to occupy conference room only at the time(s) listed above.

Renter agrees to leave room in clean and orderly condition.

Renter agrees to pay for any and all damages resulting to the conference room and/or its furniture/fixtures during the rental period, regardless of whether damage occurred through accident, neglect, or misuse.

Renter agrees to notify Keller Main Street Depot immediately in the event of any injury to any person or damage to the property.

Renter agrees to indemnify and hold harmless Keller Main Street Depot, its agents, employees, officers and/or directors from any and all liability, losses, payments, or expenses of any nature including the defense of all claims of injury or death to any person.

Agreed to this _____ day of _____, 20____.

Printed Name

Signature

Approved by Keller Main Street Depot _____
Name Title