



## **Conference Room Rental Agreement**

**General Information:** The Merced County Farm Bureau (MCFB) is a 501(c)5 non-profit, non-governmental, membership organization dedicated to the promotion of agriculture in Merced County. We have invested in our Boardroom audio visual equipment and make this technology available to industry groups for use. This equipment includes the ability to actively participate in-person, in virtual meetings, simultaneous conference calls and to livestream onto multiple social media platforms.

**Conference Room Rental:** The conference room is available Monday through Friday from 9-5pm, based upon availability and excluding major holidays. Outside of these hours are allowed, however additional fees apply. The room holds 25 comfortably in a Board Room (horseshoe) set-up and 30-45 for a classroom set-up.

Tables and chairs will be provided from what we have available. All tables are 8' banquet-style. The renter will be responsible for room set-up and return to Board Room set-up (horseshoe). Renter should consider the necessary set-up time when reserving the room. If any food or beverages are being served, tables must be covered.

Audio/Visual equipment includes laptop, cameras, monitor, computer connections, sound system, wireless & lapel microphones, CD/DVD player and hand-held control system. Wireless access is provided. **NO OUTSIDE COMPUTERS ARE ALLOWED; THUMB/JUMP DRIVES OR DOWNLOAD ARE REQUIRED; AV CABINET ACCESS LIMITED TO MCFB EMPLOYEES ONLY and MCFB STAFF WILL SET UP PRESENTATION ON OUR COMPUTER.**

If food service is requested, MCFB will provide a list of preferred vendors. If MCFB is asked to coordinate food service, meal RSVP's will be required 5 days prior to the event. Meeting organizer is responsible for payment to vendor unless previously arranged with MCFB. If arrangements are made, MCFB must be reimbursed no later than 15 business days following the event.

The fee for the conference room rental is **\$100** per day for Merced County Farm Bureau (MCFB) Members and **\$200** per day for Non-Members. If outside of the hours of 9am-5pm, the cost will be **\$150** per day for MCFB Members and **\$250** for non-members. Conference room rental includes the use of conference facility, restrooms, tables, chairs and audio/visual equipment. An extra **\$50** will be charged if a meal is to be served in the Conference Room.

**Company/Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time – From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Event Title/Purpose:** \_\_\_\_\_

**Estimated # of Guests:** \_\_\_\_\_ **Room Configuration:** \_\_\_\_\_

**Will food or beverages be served?** \_\_\_\_\_

**MCFB to coordinate food service?** \_\_\_\_\_

<b>Rental Fees:</b>	MCFB Member - (\$100 per day) Monday through Friday, 9am-5pm	_____
	MCFB Member - (\$150 per day) Monday through Friday, before 9am or after 5pm	_____
	Non-Member – (\$200 per day) Monday through Friday, 9am-5pm	_____
	Non-Member – (\$250 per day) Monday through Friday, before 9am or after 5pm	_____
	Meal service in Conference Room – (\$50 per day)	_____

**Total Rental:** \_\_\_\_\_

***Please initial to signify that you have read and understand the following terms:***

\_\_\_\_\_ *If food or beverages of any kind will be served, all tables must be covered prior to service.*

\_\_\_\_\_ *Rental fees must be received by MCFB a minimum of five (5) business days prior to the rental date.*

\_\_\_\_\_ *Rental fees are fully refundable if MCFB is notified at least 48 hours prior to arranged rental date.*

\_\_\_\_\_ *By returning this agreement, you have a **tentative** reservation. Your reservation will not be considered **confirmed** until MCFB has received payment in full.*

The above named individual/company does hereby agree to abide by all rules and conduct standards set forth by the Merced County Farm Bureau with regard to rental and use of the conference room and related facilities located at the Merced County Farm Bureau building, located at 646 S. Hwy 59, Merced, California. (MCFB Boardroom)

In addition to the rental fee, the above named individual/organization also agrees to be financially responsible for any expenses incurred by the Stanislaus County Farm Bureau resulting from damages to any equipment, property or grounds of the Stanislaus County Farm Bureau.

\_\_\_\_\_  
Name of Responsible Party/Renter (PRINTED)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**(OFFICE USE ONLY)**

**Booking Information**

*Initial Request Received By:* \_\_\_\_\_

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

*Tentative Booking Date:* \_\_\_\_\_

*Payment Received By:* \_\_\_\_\_

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

*Confirmed Booking Date:* \_\_\_\_\_

**ALL checks payable to: MERCED COUNTY FARM BUREAU**

**NOTE: ALL Rental agreements subject to the discretion of the Executive Director.**

**Policy EFFECTIVE with ALL BOOKINGS made AFTER September 1, 2021.**