

ROOM RENTAL RESERVATION

The OCBA offers four rooms for rent. These rooms may be used for conferences, depositions, mediation, arbitration and other needs. Special rates for half days are available for all rooms. Each room is fully furnished and additional state-of-the-art equipment may be rented. Rentals include coffee and water.

Organization _____
Contact Name _____
Work phone _____ Work fax _____
Address _____
City _____ State _____ Zip _____
Reservation date _____ Time in _____ Time out _____

Rental Hours: 7:30 a.m. - 5 p.m., Monday - Friday
After 5 p.m. & Saturday by special arrangement only (additional fee applicable)

Room(s) Requested

- Meeting Room 1 Meeting Room 2
CLE Room Boardroom Kitchen (additional \$30 fee)

Seating Style _____ (CLE Room only, see room set-up chart)

Number of People _____

Equipment Requested

- TV/VCR Overhead Projector LCD Projector
Easel Flipchart Pad, Stand & Markers Laptop Computer

To reserve a room, complete this form, sign the contract on the following side, and enclose the deposit (half the total amount) [] Check Enclosed [] VISA [] MC

Card Number _____

Billing Address & Zip Code _____

Exp. Date _____ CVV2/CVC2 (3-digit code) _____

Authorized Signature _____

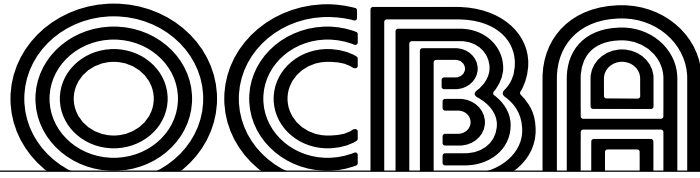
and return to:

Oakland County Bar Association, 1760 S. Telegraph Rd., Suite 100, Bloomfield Hills, MI 48302-0181

For more information, contact the CLE Coordinator at: (248) 334-3400 • FAX (248) 334-7757

Office Use Only:

Total due _____ Amount paid _____ Date _____
Amount owed _____ Date _____



ROOM RENTAL SERVICE

Room Fees

<i>OCBA Member</i>				
Room	Seating Limit	Daily Fee	Four-Hour Fee	Hourly Fee
CLE Room*	60/80**	\$150	\$75	\$20
Meeting Room 1	10	\$130	\$65	\$20
Meeting Room 2	8	\$130	\$65	\$20
Executive Boardroom	18	\$140	\$70	\$20
Kitchen	---	\$ 30	----	----

<i>Non-Member</i>				
Room	Seating Limit	Daily Fee	Four-Hour Fee	Hourly Fee
CLE Room*	60/80**	\$200	\$100	\$30
Meeting Room 1	10	\$170	\$85	\$30
Meeting Room 2	8	\$170	\$85	\$30
Executive Boardroom	18	\$180	\$90	\$30
Kitchen	---	\$ 30	----	----

*CLE Room rate includes podium and microphone

**CLE Room will accommodate 60 in classroom-style or 80 in theater-style seating

Rental Hours: 7:30 a.m. - 5 p.m., Monday - Friday

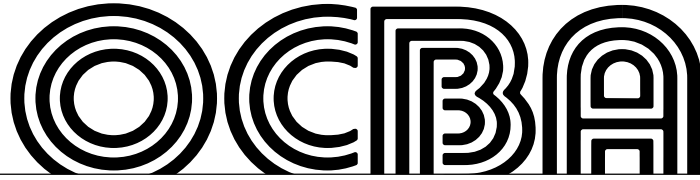
After 5 p.m. & Saturday by special arrangement only *(additional fee applicable)*

Audio/Visual Equipment Fees

Audio/Visual equipment is available for use at daily rates listed below. Additional equipment is available; contact OCBA for fee quote. All equipment is set up prior to reservation and technical assistance is provided. All equipment rentals are subject to a 6% usage tax.

Equipment	Daily Fee
TV/VCR	\$40
Overhead Projector	\$15
Flipchart Pad, Stand & Markers	\$10
Audio/Visual System w/tapes	\$75
Easel	No Charge
LCD Projector	\$100
Laptop Computer	\$50
Conference Supplies	Fee
Photo Copies	\$.10/copy
Outgoing Fax	\$1.00/page

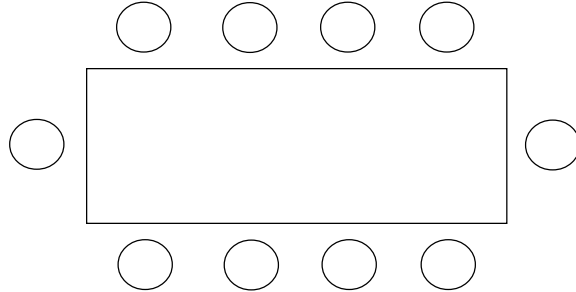
For more information, contact the CLE Coordinator at: **(248) 334-3400 • FAX (248) 334-7757**



ROOM RENTAL DESIGNS

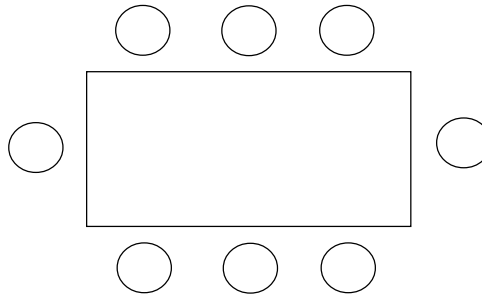
Mediation Room #1:

Seating Capacity: 10



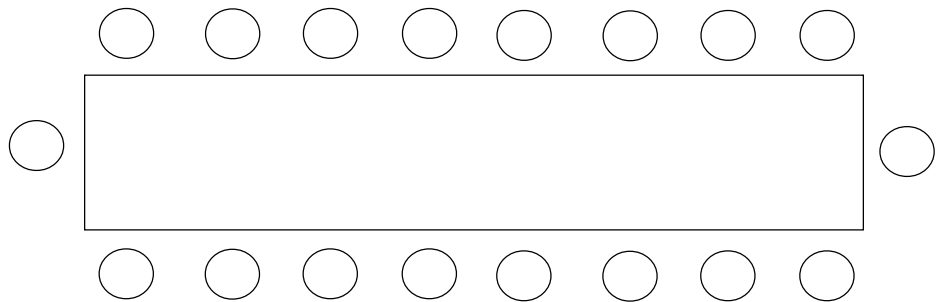
Mediation Room #2:

Seating Capacity: 8



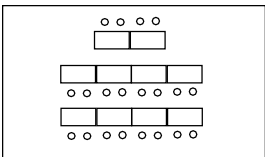
Executive Board Room:

Seating Capacity: 18

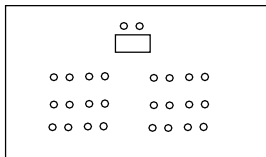


CLE Room: Style - Seating Capacity

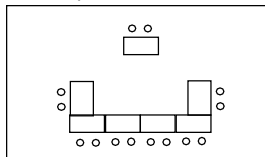
Classroom - 60



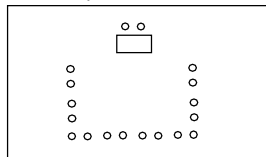
Theater - 80



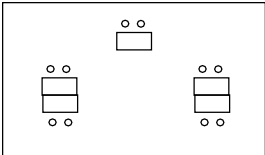
U-Shape (tables) - 30+



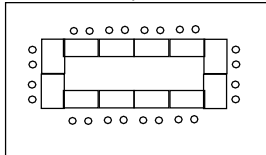
U-Shape (chairs) - 60



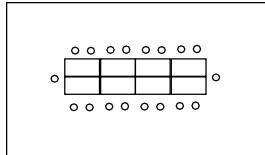
Conference Block - 30



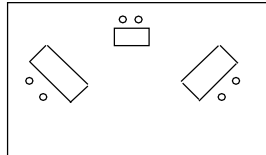
Closed Square - 20+



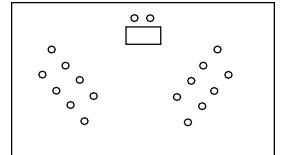
Boardroom - 18+



Herringbone - 30+



Herringbone - 50



Contact Name & Phone: _____ Rental Date: _____
(please print)



ROOM RENTAL CONTRACT

Event Scheduling _____

Room rental hours are Monday–Friday from 7:30 a.m. - 5:00 p.m. Special arrangements need to be made for any event ending after 5 p.m. Monday–Friday, and anytime on Saturday (additional fee applicable). No room will be reserved without the beginning and ending times known at the time of the request (remember to factor in set-up, rehearsals, and take-down times). OCBA staff is not available to make changes or supply any additional equipment at time of meeting.

Pricing _____

All price quotes are subject to change to meet increased operating costs. Patron agrees to pay such increased prices and to accept reasonable substitutions. All room prices will be guaranteed for 60 days from the date reservation is confirmed.

Deposits & Invoicing _____

It is the policy of the OCBA to ask for a **room deposit of 50% of the rental rate in advance of your scheduled meeting**. No room rental will be secured until the 50% deposit is received. The deposit will be deducted from the total bill prior to final invoicing. If your original reservation has to be changed to a new date, your deposit will remain valid toward one rescheduled date within one month of the original date. Events that go over the scheduled time will be charged hourly after the contracted end time, with the 50% mark-up being applied if appropriate.

Smoking _____

Smoking is not permitted anywhere within the building.

Cancellations _____

Any reservation cancelled less than 10 business days prior to the event date will forfeit the 50% security deposit. All reservations cancelled less than 2 business days prior to the event date will be billed for the full room rate.

Liabilities _____

The patron will be held liable for any and all damages to the facilities or equipment by their guests or independent contractors. The OCBA will not assume liability for any personal property, merchandise or equipment left on the premises.

Food & Beverages _____

No alcoholic beverages may be served on the premises. All catering of food and supplies is the sole responsibility of your organization. Coffee and water is included in the rental fee.

Kitchen Facility _____

A kitchen is available for use on request (additional fee applicable). Request for use of the kitchen **must** be made prior to the date of the event. The patron is responsible for the clean-up and any damages that occur. OCBA staff is not available to assist with any meal preparations or clean-up efforts.

Before/After Hours Usage _____

Normal rental hours are Monday – Friday from 7:30 a.m.- 5:00 p.m. Prior approval must be given for any rental occurring after business hours or on Saturday. Fees after 5:00 p.m. or on Saturdays are double the normal rate.

I have read the above information and agree, as a condition of and in partial consideration for the use of the meeting facility, that my organization will be responsible for any damage to the facility, and damage or loss of equipment. I release and hold harmless the Oakland County Bar Association from any and all claims for personal injury or property damage. I also understand the charges and agree to remit payment on receipt of the invoice.

Authorized Signature Title Date

Deposit Enclosed: _____ Amount _____ Date _____ (Balance Due by Date of Rental)

The grant of the use of this facility does not constitute an endorsement by the Oakland County Bar Association, its directors or its members of the lessees' organization, activities or viewpoints.