Society of Louisiana Certified Public Accountants

2024 Facility Rental Agreement

|  |  |
| --- | --- |
| Company name: |  |
| Contact: |  |
| Address: |  |
|  |
| Telephone: |  |
| Email Address: |  |

Thank you for your interest in the LCPA Educational Facility. We are scheduled to accommodate your event as follows: **Add date/time; at the LCPA Learning Center set classroom style (30ppll max). Member rental rate includes PJ’s coffee, tea bags, assorted beverages and bottled water. Additional cost for Continental breakfast and/or box lunch or you can bring in your own. Note: Non-Members contact LCPA for fees to use audio visual equipment and the per person fee for beverages.**

#### **Contact information:**

Should you request additional information or have questions, please contact Diedra Allen at: (504) 904-1131 or via email at [dallen@lcpa.org](mailto:dallen@lcpa.org).

|  |  |  |  |
| --- | --- | --- | --- |
| Location | Set-up | Member Rate | Non-Member Rate |
| Learning Center | Classroom (30ppl max) | 8hrs: $400  4hrs or less: $200 | 8hrs: $800  4hrs or less: $400 |
| Pontchartrain Room | Conference Room (10ppl max) | No charge for LCPA members | 8hrs: $600  4hrs or less: $300 |

## ***Rental Policies***

* Rental hours are from 8:00 am to 5:00 pm, Monday through Friday. Except for times on this contract
* Rental rates include use of LCD projector and TV monitors.
* LCPA reserves the right to refuse a rental agreement to any individual, company, or group.
* A 72-hour notice (3 business days) is required if the room set should be anything other than agreed.
* Costs incurred for damage to the facility will be billed to the renter.
* Smoking is not permitted in the facility.
* LCPA does not sponsor, endorse, or agree with products or views made by speakers during their presentation.
* The User agrees to hold LCPA harmless and to indemnify it against any public or private liability, and/or property damage liability occurring by use of the facilities, including LCPA’s reasonable attorney fees.
* Breach of any portion of this contract will result in the cancellation of the rental agreement.

### *Cancellation Policy*

In the event you cancel your reservation, penalties will be assessed as follows:

* 0 – 5 days prior to arrival – 50% of rental rate.

**Please sign below and return this agreement to Diedra Allen at LCPA**

|  |  |
| --- | --- |
| **SOCIETY OF LOUISIANA CERTIFIED PUBLIC ACCOUNTANTS** | **Firm/Company Name** |
| BY: | BY: |
| NAME: Diedra F. Allen | NAME: |
| TITLE: Member Engagement and Event Manager | TITLE |
| DATE: | DATE: |