



Evolutions Fitness & Wellness Center

Conference Room Rental Agreement

Date of Request: _____

Company: _____ Member Number: _____

Contact Person: _____

Address: _____

Phone: _____ email: _____

Credit Card Information: Visa MC AMEX Discover # _____ Exp Date _____

Date Room Requested: ____/____/____

Conference Room (maximum occupancy of 50 people)

Full Day (6+ Hours)

Hours of availability:

Monday-Thursday 5:00am-9:00pm *Must be cleaned up and out of the room by 9:30pm

Friday 5:00am-7:00pm *Must be cleaned up and out of the room by 7:30pm

Saturday & Sunday 7:00am-5:00pm *Must be cleaned up and out of the room by 5:30pm

Anticipated Number of Attendees: _____

Event Start Time: _____ Event End Time: _____

Pricing

Full Day (maximum 50 people)

Evolutions Member Rate: \$175.00 Non-Member Rate: \$225.00 Cleaning deposit added to this amount.

Cleaning Deposit \$50.00

Cleaning Deposit will not be returned if the room is not in satisfactory condition (Floors, counters, sinks clean of trash and food. Decorations taken down, refrigerator empty of party contents.)

Cancellations received less than one week in advance will be subject to full rental fee.

Renter Initials _____



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AV/Equipment Needed (mark with X if needed):

Projector _____ Microphone _____ Podium _____

Room Table Set-Up Style:

Audience Style (Just Chairs) _____

Classroom Style (Tables and Chairs) _____

Board Room Style (Audience Style with Head Tables) _____

U-Style _____

Square Style _____

Number of Tables Needed: Rounds _____ Rectangle _____

Number of Chairs Needed _____

Diagram or Room Setup:



Renter Initials _____



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Conference Room Rental Regulations

Conditions for use

1. Reservation is not made until payment and deposit is received.
2. A/V equipment is provided at no cost to the Renter.
3. All catering needs must be coordinated and paid for by the Renter directly with Fugazzis Bistro. Sundays Excluded.
4. Renters must be on hand to meet any vendors, caterers, set-up people, etc. for which they have contracted prior to the meeting and agree that Evolutions Fitness & Wellness Center and its staff are not responsible for payment, acceptance and/or signatures.
5. **A deposit equal to the meeting room rental charge will be collected for all non-member facility rentals. The deposit will be refunded if the facility, restrooms and refrigerator/counter area are left clean, the table and chair arrangement is put back in its original order and all furnishings and audio/visual equipment is undamaged. The deposit will be non-refundable for any cancellations within one week of the meeting date.**
6. **All non-member facility rentals will also require a valid government issued ID and a valid credit card.**
7. ***This program/event is not sponsored or endorsed in any way affiliated with Evolutions Fitness & Wellness Center.***
8. Evolutions may require the Renter to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it.
9. The requesting entity is responsible for cleaning the room after use. All decorations, food, and other items brought in must be removed at the end of the event and trash must be placed in receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
10. Federal and State Statutes, Laws and all local ordinances must be observed.
11. Any applicable sales and taxes will be applied and are to be paid by the Renter.
12. The party leasing the room shall assume all responsibility for all actions of their guest and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
13. Evolutions Fitness & Wellness Center located at 1425 E. Prosperity Ave. Tulare CA is a smoke free facility.
14. Attendees agree to not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room rented, common and public areas such as the restrooms.
15. Users shall keep the equipment clean and free from damage from food or drink.
16. Violation of any of the room use regulations may result in the loss of the room use in the future.
17. Renter agrees that no alcoholic beverages shall be consumed on the premises unless dispensed by a caterer or vendor with the appropriate licenses from the California Department of Alcoholic Beverage Control.
18. Renter acknowledges that the use of the Conference Room is non-exclusive during the rental period and that from time to time there may be another meeting being conducted in other rooms.
19. Renter agrees to protect, indemnify, defend, save and hold harmless Evolutions and its Employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of the facility, included, but not limited to, the following:

Damages. Renter is responsible for any loss or damage to the Rental Space, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. Renter agrees and acknowledges that Renter's liability for loss or damages is not limited to the amount of the deposits received by Evolutions.

Evolutions will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond Evolutions control.

Renter's Property. Evolutions is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the Rental period.

Renter Initials _____



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Conference Room Rental Regulations (continued)

Liability for Guests. Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter’s guests during the Rental Period, and at any other time such guest is on or around the Rental Space as a result of Renter’s use of the Rental Space. Evolutions will not be liable for the safety of Renter’s guests.

RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS EVOLUTIONS FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER’S GUESTS DURING THE RENTAL PERIOD.

If all guidelines are not followed, Evolutions has the right to cancel the rental contract and deny any future requests for room rental to the applicant.

Renters Name (Print) _____ Date _____

Renters Signature _____

OFFICE USE ONLY

Employee Initials		Payment Collected	
Conference Room Reserved		Date	

Attach copy of payment receipt below