

# T.E.C. CENTER RENTAL AGREEMENT

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## EVENT INFORMATION

Event Title: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: (Day, Month, Year) \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Attendees Expected: \_\_\_\_\_

## RENTAL REQUIREMENTS

<input type="checkbox"/> Board Room	<input type="checkbox"/> Full Day \$250	<input type="checkbox"/> Half Day 8:00-12:00 \$150	<input type="checkbox"/> Half Day 1:00-5:00 \$150	<input type="checkbox"/> After Hours \$200 (evening/weekend)
<input type="checkbox"/> Classroom	<input type="checkbox"/> Full Day \$400	<input type="checkbox"/> Half Day 8:00-12:00 \$250	<input type="checkbox"/> Half Day 1:00-5:00 \$250	<input type="checkbox"/> After Hours \$450 (evening/weekend)
Room Set	<input type="checkbox"/> Classroom Seating	<input type="checkbox"/> Theater	<input type="checkbox"/> Hollow Square	<input type="checkbox"/> U-Shape

## ADVERTISING

<input type="checkbox"/> Event Calendar \$100	<input type="checkbox"/> Social Media \$100 per post	<input type="checkbox"/> E-newsletter Event \$150 month	<input type="checkbox"/> E-mail Blast \$1,500	
<input type="checkbox"/> Florida Pool Pro <sup>sm</sup> Magazine Advertising (1x)		<i>*Ads due by the 15<sup>th</sup> of the month prior to publication</i>		
<input type="checkbox"/> ¼ Page \$870	<input type="checkbox"/> ½ Page \$1,050	<input type="checkbox"/> Full Page \$1,880		
<input type="checkbox"/> Copies (8.5 x 11)	<input type="checkbox"/> Black & White \$0.05	<input type="checkbox"/> Color \$0.15		

## CATERING/BEVERAGES

<input type="checkbox"/> Coffee - 12 Cup Pot \$15 each			
<input type="checkbox"/> Bottled Water \$2 ea.	<input type="checkbox"/> Soda \$3 ea.	<input type="checkbox"/> Juice \$3	

Check payments preferred, credit cards accepted for you convenience. If you wish to pay by credit card 3% fee will be added to the total amount charged.

*\*Blue Supplier Members receive a 50% discount on Rental Fee*

## T.E.C. CENTER RENTAL AGREEMENT

The undersigned, in consideration of renting the FSPA Training Center, acknowledges and agrees as follows:

1. Event space will not be reserved for the renter without a 50% deposit.
2. The balance due on the rental agreement must be paid in full one week prior to the scheduled first day of use.
3. In the event of cancellation, a refund, less agreed upon fees, will be refunded within 30 days of schedule day of event. Less than 10 days cancellation notice will result in the forfeiture of 50% of the rental fee.
4. The renter is responsible for reporting and payment in full for all damages or removal of equipment that occurs during the class and/or duration of the facility rental agreement.
5. It is the renter's responsibility to ensure their event attendees do not smoke in front of the training center and only in the designated smoking area. A \$50 clean up fee will be accessed if violated.
6. The renter shall be the person in charge at all time and shall keep control of the event and adhere to the rules and regulations of the Florida Swimming Pool Association.
7. The renter is responsible for removal of items from tables and counters and placing the event's garbage by the warehouse back door of the training center.
8. By signing below the renter agrees to accept responsibility for payment of the scheduled event.
9. After hours agreements require the FSPA be named as an additional insured on liability policy with a minimum of \$1 million in coverage.
10. After hours rentals are responsible for closing procedures including setting AC, turning off lights, locking building doors, and setting security alarm. Violations may void any ongoing future agreements. *(After hours are outside of Mon. - Fri. 8:00 a.m. - 5:00 p.m.)*
11. Agreement must be signed and returned to the Florida Swimming Pool Association 30 days prior to the event.

Accepted and agreed:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date