# Upper Lafayette Conference Center

*At the Enterprise Business Center of Louisiana, 3419 NW Evangeline Thwy, Carencro, Louisiana 70520* *www.EBC70520.com*

## Conference or Meeting Room Reservation Form

Form Version: 020324

Instructions: This form must be completed and submitted a minimum of 5 business days before the event to allow time for all room and technical setup configurations. Please fill out all applicable fields below. Return the form to the administrative office for approval. If your reservation form is not approved, use of the desired meeting or conference room is not authorized.

☐ Business Partner ☐ Tenant ☐ Customer ☐ Client ☐ Other: _____

**Contact Name:** _____ EVENT NAME: _____

Mailing Address: _____ (Street) _____ (City) _____ (Zip)_____

Email Address: _____ Telephone: _____ Today's Date: _____

**Requested Event DATE:** _____ **Circle:** M T W T F Sat Sun **Number of Guests:** _____ (**max 65** – unless approved in advance)

**Resrved Time:** Start _____ End_____ **Actual Event Time:** Start _____ End_____

____ I have read the lease/reservation form agreement and agree to abide to the terms of use. Rental Cost: $_____ Deposit Amount: $_____

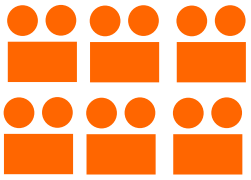
| Date: | / / | / / | / / | Special Deposits: $_____ alcohol security deposit $_____ attendant at event |
|---|---|---|---|---|
| Amount Paid: | $ | $ | $ | ☐ This is a "SPONSORED" event and no payment is due. |
| Balance Due: | $ | $ | $ | *** ALL CHECKS MUST BE MADE PAYABLE TO "LITEON" *** |

Briefly describe the nature of your event or request: ☐ Event ☐ Meeting ☐ Class ☐ Other: _____

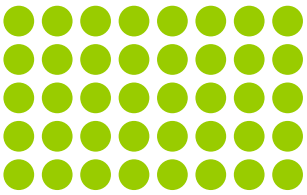
_____

**If you are requesting use of the main conference room, what style configuration will you be using? We do not provide setup. You are responsible for setup and then returning chairs and tables to carts and storage.**

☐ Classroom Style



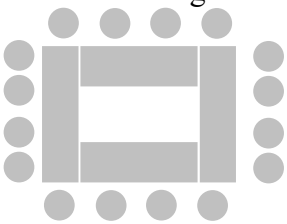
☐ Theatre (chairs only)



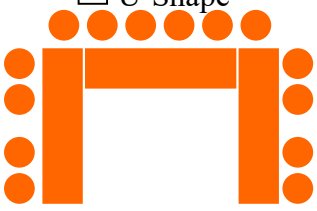
☐ PODs



☐ Rectangle



☐ U-Shape



**Special accommodations** (check all that apply – rental or deposit for electronics, laptops, projectors, microphones, speaker system, etc may be required):

☐ Reception Table ☐ Catering Table – Qty:___ ☐ Podium ☐ Overhead Projector ☐ Microphone ☐ Speaker System

Other: _____

Will you be catering your event or have food and drink? ☐ Yes ☐ No (NOTE: No food or drink allowed outside of meeting room.)
If yes, please give details: _____

Will you have music or a DJ at your event? ☐ Yes ☐ No (NOTE: Music must be kept to a sound level that it can not be heard in hallway.)
If yes, please give details: _____

**SPONSORED MEETINGS:** _____ I am requesting that my "meeting" be "SPONSORED "and by the Enterprise Business Center of Louisiana. To have a "SPONSORED" meeting or event - I agree to provide a minimum of six photographs of the event to be used by the Enterprise Business Center of Louisiana social media, website, and any other promotional media. "SPONSORED" meetings pay a cleaning and time deposit of _____. The deposit is refundable if the meeting ends on time, is cleaned and returned at the level of cleanliness given, and the sponsor's photo media is provided. Deposits are refunded by mail only and not before 30 days after event date.

Event Photos Can Be Emailed To: _____ Event Photos Can Be TEXT To: _____

Your Signature _____ Date _____

Approved By_____ Date _____

Enterprise Business Center of Louisiana
3419 NW Evangeline Thwy, Carencro, LA 70520

# RENTAL RULES

## Terms of Use Agreement

You are renting "time" and the "conference/event room". The conference room will be opened 20 minutes prior to your event and your event **must end** promptly at the end time of your event. You will be billed $45 each additional 15 minutes you go over your event time and you will lose your "TIME DEPOSIT". All guests entering the facility must be an invited guest. **DO NOT ASK for entrance prior to the time contracted** –the time you have rented is the time you will be allowed to enter and the time you must exit. RENT A FULL DAY IF NEEDED. If you intend to serve alcohol an ALCOHOL SECURITY DEPOSIT of $200 IS REQUIRED to provide onsite security during your use of the facilities. If alcohol is brought on the premises and an ALCOHOL SECUITY DEPOSIT has not been paid your event will be shutdown with no refunds. Deposit returns and refunds will be made by mail ONLY and within 45 days after event end date. A fee of $10/person will be charged for each guest who exceeds the contracted number of guests. **NO REFUNDS FOR CANCELLED EVENTS**. BALANCE OF CONTRACT IS DUE FOR ALL CANCELLED EVENTS. Rescheduling of contracted event dates may be possible, but at the sole discretion of ownership. NO REFUNDS for customers who call or visit our office with rude behavior, harassing behavior, disturbing the peace, or who will not follow our company's office and lease agreement policies.

You are responsible for cleaning and removing all trash and decorations, mopping up all spilled drinks (conference room and main hallways), and sweeping the floors cleaned. The room must be left at the level of cleanliness you received it. Trash must be placed in the outside dumpster and not left in the room. The balance due must be paid **SEVEN DAYS PRIOR** to the event date.

☐ I clearly understand that my event start time is _____ and end time is _____.
If I need time for decorating, I will either lease a full day or purchase additional time at $75/hr for decorating.
**I understand that I must bring my own cleaning supplies (detergent, bucket, mop, broom, etc.).**

☐ I clearly understand that security deposits are refunded by mail ONLY. Should you not receive your deposit within the contract specified time and you have met the requirements for a security deposit refund, you are to visit: www.EBC70520.com and complete a "Conference Room Deposit Request FORM" and mail it to the aforementioned address. Please do not call the administrative office to discuss deposit refunds – they do not manage deposit refunds. All requests must be by mail.

- **YOU MUST communicate and/or give the rules and lease terms to your caterer, decorator, DJ, and any other services you contract for your event. You will be held responsible if any of the contractors you hire violate rental and lease terms.**
- **ABSOLUTELY NO ALCOHOL !!! (unless a security deposit is paid)**
- **ABSOLUTELY NO USE OF SIDE ENTRANCE DOORS**
  Your event will be ended promptly if these EMERGENCY ONLY DOORS are used.
- All guests must have an invitation. No uninvited guests. All guests must present a guest pass or invitation to enter the building or sign a sign-in sheet. No guest entry through side or rear doors. (SECURITY PURPOSES)
- NO EXCESSIVELY LOUD MUSIC Music must not be heard outside of the building at the edge of the driveway. While we respect you wishes to have a nice event it is important that your music be played at a reasonable level and in accordance with the local city ordinances.
- NO LOITERING OUTSIDE OF THE BUILDING. Once a guest leaves the event room they are not allowed to loiter in the parking areas or hallways. (SECURITY PURPOSES)
- No ice chests on the floor. Any spilled liquids from an ice chest must be mopped up immediately as they pose a slipping hazard. You will be billed $45 if it is necessary for our attendant to mop spilled liquids on the floor.
- Orange cones are placed at the main entrance doors to prevent unloading – loading of vehicles at the main entrance. This creates a fire safety hazard when vehicles are parked in front of the main entrance doors. Orange cones are not to be moved and no vehicles are allowed to park/block the main entrance doors at any time.
- ALL LOADING AND UNLOADING of decorations and supplies is to be done through the REAR ENTRANCE DOORS ONLY (if you are not sure which door this is – ask). If equipment and/or caterer loading or unloading
- All FOOD and DRINK is to be kept in the conference/event room. Guests are not allowed to walk the hallways with food and drink. Liquids and/or food spilled in the hallways must be cleaned up.

You are responsible for cleaning and removing all trash and decorations, mopping up all spilled liquids and/or drinks, and sweeping the floors cleaned. The room must be left at the level of cleanliness you received it. Trash must be placed in the outside dumpster and not left in the room. The contract/lease balance due must be paid **SEVEN DAYS PRIOR** to the event date.

Your Signature _____ Date _____ Time _____

*** A PHOTO ID IS REQUIRED FOR ALL SUBMITTED RESERVATION FORMS ***