



4916 26th Street West, Suite 100
 Bradenton, Florida 34207
 Phone: (941) 752-2000
 Fax: (941) 753-0036
www.BradentonExecutiveCenter.com

CONFERENCE ROOM ONLY & A LA CARTE SERVICES AGREEMENT

For the convenience of our clients and the business community, Bradenton Executive Center offers a large and small conference room as well as a fully equipped courtesy office.

- Rooms are available by reservation up to 2 weeks in advance. *(Please contact office for more advanced reservations)*
- Our conference rooms are available from 8:00 a.m. - 4:00 p.m., Monday - Friday, with the exception of holidays, and by appointment thereafter accompanied by an after-hour attendant fee. After hour attendant fee will be twice the hourly fee noted in the schedule below.
- Complimentary coffee, tea and water are available from our self-serve beverage station.
(bottled water also available for a fee of \$1.00/bottle)
- **To confirm your reservation please email completed form to Orders@BradentonExecutiveCenter.com or fax to (941) 753-0036**

Company: _____ Meeting Date(s): _____
 Contact: _____ Start Time: _____
 Address: _____ End Time: _____
 _____ Number of People: _____
 Email: _____ Phone: _____

Room	Rate	Hours	Total
LARGE CONFERENCE ROOM (accommodates 6 people comfortably and up to 8) Includes: Conference phone capable of 3-way calling, Verizon high speed FIOS internet, and white board.	\$35/hour \$100/half-day \$180/day		
SMALL CONFERENCE ROOM (accommodates 4 people comfortably) Includes: Conference phone capable of 3-way calling, and Verizon high speed FIOS internet.	\$25/hour \$75/half-day \$125/day		
COURTESY OFFICE (accommodates 3 people comfortably) Includes: Conference phone capable of 3-way calling, Verizon high speed FIOS internet, and PC.	\$20/hour \$60/half-day \$100/day		
Room Total			

All reservations and cancellations must be in writing and faxed or emailed to BEC. Meetings cancelled with less than 24 hr. notice are subject to a service fee which is equal to 50% of your event fees. Client agrees to leave all rooms in clean condition and to pay for any necessary cleaning and/or repairs caused by his/her use of the room(s). Client agrees to pay a surcharge equal to one hour's fee for every fifteen (15) minutes of use beyond that scheduled in the event a conference/office room time is reserved by and unavailable to another BEC client/tenant. In the event another tenant appointment is not pending, the room charge will be prorated in fifteen (15) minute increments. All tenants are expected to accommodate the Rules and Regulations set forth in Schedule A. Any merchandise, equipment or articles used for your event must be removed immediately following your event. BEC is not liable for any losses or damages to personal property or personal injuries suffered by the client's, customers, invitees, or visitors unless damage is caused by BEC or its employees' own negligence. Any charges incurred on the day of the event in excess of those itemized on this sheet will be added to your final invoice (plus applicable sales tax) and charged to the card provided below.

Please provide the following Credit Card Information:

Card #: _____ Expiration Date: _____
 Circle one: Master Card Visa American Express (There is an additional 3% fee for all credit card charges)
 Billing Name/Company on card: _____
 Billing address: _____
 Signature: _____

*Services performed within a 24-hour period unless otherwise estimated at project start; **drafts may be faxed to (941) 753-0036 at no charge** or emailed to Orders@BradentonExecutiveCenter.com.*



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RULES AND REGULATIONS
SCHEDULE "A"

- 1.) No sign, advertisement notice or thing shall be inscribed, painted or affixed on any part of the building without prior written consent of BEC. BEC may remove anything installed in violations of this provision and Client shall pay all costs of such removal. Interior signs and directories shall be inscribed or affixed by BEC at Client's expense. BEC shall control the color, size, style, content and location of all signs, advertisements and notices. No advertising of any kind by Client shall refer to the building unless first approved in writing by BEC.
- 2.) Smoking of cigars, cigarettes or other forms of tobacco use is not permitted in any part of the building.
- 3.) No animals, birds, bicycles or vehicles shall be brought into or kept in or about the premises. The premises shall not be used for manufacturing or commercial repairing or for sale or display of merchandise or as a lodging place or for any immoral illegal purpose nor shall the premises be used for a public stenographer or typist; barber or beauty shop; telephone, employment bureau, school or classroom; commercial document reproduction. Client shall not cause or permit in the premises any disturbing noises which may interfere with occupants of this or any neighboring building, any cooking or objectionable odors, or any nuisance of any kind, or any inflammable or explosive fluid chemical or substance.
- 4.) The restrooms and other water apparatus shall not be used for any purposes other than those for which they were constructed and no sweepings, rags, ink, chemicals or other unsuitable substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by the Client who, or whose employees, agents, invitees or licensees shall have caused same.
- 5.) The use of auxiliary heating devices such as portable electric heater, heat lamps or other similar devices is prohibited.
- 6.) Client shall not disturb, solicit or canvass any occupant of the building and shall cooperate to prevent same.
- 7.) The work of the janitor or cleaning professional shall not be hindered by Client after 5:30 pm. Client shall allow the windows to be cleaned at any time. Client shall provide adequate water and rubbish receptacle to prevent unreasonable hardship to BEC in discharging its obligation regarding cleaning services.
- 8.) Any consent or approval of BEC required herein may be withheld by BEC in its sole and absolute discretion.
- 9.) In case of any conflict or inconsistency between any provisions of the Agreement and any of these rules and regulations as originally or as hereafter adopted, the provisions of the Agreement shall control.
- 10.) A late charge per month for balances past due equal to the greater of 5% or \$25.