



4916 26<sup>th</sup> Street West, Suite 100  
 Bradenton, Florida 34207  
 Phone: (941) 752-2000  
 Fax: (941) 753-0036  
[www.BradentonExecutiveCenter.com](http://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 large and small conference rooms as well as a fully equipped courtesy office.

- Rooms are available by reservation up to 2 weeks in advance. *(Please contact the 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 \$50.00 per hour and a \$35.00 administrative fee with no pro-rating.
- Complimentary coffee, tea and water are available from our self-serve beverage station. *(bottled water also available at \$1.00 per bottle)*
- **To confirm your reservation please email completed form to [Orders@BradentonExecutiveCenter.com](mailto:Orders@BradentonExecutiveCenter.com) or fax to (941) 753-0036**

Company: \_\_\_\_\_ Meeting Date(s): \_\_\_\_\_  
 Contact: \_\_\_\_\_ All Day: \_\_\_\_\_  
 Address: \_\_\_\_\_ Half Day (Time frame?) \_\_\_\_\_  
 \_\_\_\_\_ Number of People: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

| Room (Minimum booking time is 1 hour)  | Rate   | Hours | Total |
|--|--|-------|-------|
| <b>LARGE CONFERENCE ROOMS (2)</b> (accommodates 6 people comfortably and up to 8)<br><b>Includes:</b> Conference phone capable of 3-way calling, Verizon high speed FIOS internet, and whiteboard. | <b>\$35/hour + tax</b><br><b>\$100/half-day (4hrs) + tax</b><br><b>\$180/day (8hrs)+ tax</b> |       |       |
| <b>SMALL CONFERENCE ROOM</b><br>(accommodates 4 people comfortably)<br><b>Includes:</b> Conference phone capable of 3-way calling, and Verizon high speed FIOS internet.                           | <b>\$25/hour + tax</b><br><b>\$75/half-day (4hrs) + tax</b><br><b>\$125/day (8hrs)+ tax</b>  |       |       |
| <b>COURTESY OFFICE</b> (accommodates 3 people comfortably)<br><b>Includes:</b> Conference phone capable of 3-way calling, Verizon high speed FIOS internet, and PC.                                | <b>\$20/hour + tax</b><br><b>\$60/half-day (4hrs) + tax</b><br><b>\$100/day (8hrs)+ tax</b>  |       |       |
| <b>Room Total</b>  |  |       |       |

All reservations and cancellations must be in writing and faxed or emailed to BEC. For same day room reservation requests received without 24 hours' notice, a \$35 last minute booking fee will be applicable. Meetings cancelled with less than 24 hr. notice (within normal business hours) are subject to a service fee which is equal to 50% of your event fees. For a No Call/No Show reservation, 100% of booking fee is applicable. 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.

**The Bradenton Executive Center, a Florida Limited Liability Company (BEC), processes payments from its sister company [MSA Marketing, Inc. \(MSA\)](#), a Florida corporation with the principal place of business. Please provide the following Credit Card Information :**

Card #: \_\_\_\_\_ CCID Security # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Circle one:   Master Card   Visa   American Express

Billing Name/Company on card: \_\_\_\_\_

Billing address: \_\_\_\_\_

Signature: \_\_\_\_\_



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

### *A LA CARTE SERVICES ORDER FORM*

| Administrative |                               |   | Qty | Total |
|----------------|-------------------------------|---|-----|-------|
|                | Administrative Assistance Fee | \$35 hour + tax (in 15 minute increments) |     |       |
|                |                               | <b>TOTAL</b>                              |     |       |

| MAILING SERVICES/SUPPLIES |                                  |   | Qty | Total |
|---------------------------|----------------------------------|---|-----|-------|
|                           | Postage                          | \$3.00 handling fee + cost of postage + tax |     |       |
|                           | Overnight and Fed Ex:            | \$3.00 handling fee + cost of postage+ tax  |     |       |
|                           | Standard business envelope:      | \$0.25 each + tax                           |     |       |
|                           | Manila or large mailing envelope | \$0.50 each + tax                           |     |       |
|                           |                                  | <b>TOTAL</b>                                |     |       |

| COPY SERVICES   |       | (INCLUDING: STAPLING, COLLATING, ETC.) | Qty | Total |
|---|-------|--|-----|-------|
|   | B&W   | \$0.10 + tax                           |     |       |
|   | Color | \$0.25 + tax                           |     |       |
| *these fees are on a self-service rate, administrative charges will be added for staff assistance |       | <b>TOTAL</b>                           |     |       |

| FAX SERVICES |                    |  | Qty | Total |
|--------------|--------------------|--|-----|-------|
|              | In or Out of State | \$1.00 First page and \$.75 thereafter + tax |     |       |
|              |                    | <b>TOTAL</b>                                 |     |       |

| Miscellaneous |   |                                 | Qty | Total |
|---------------|---|---------------------------------|-----|-------|
|               | Computer Rental                               | \$50.00 + tax per event         |     |       |
|               | In-suite service of Coffee, Hot tea and water | \$50.00 + tax per day           |     |       |
|               | Catering Options                              | \$20.00 + tax Plus cost of food |     |       |
|               | TV/DVD (large conference room only)           | \$40 + tax per event            |     |       |
|               | Bottled Water                                 | \$1.00                          |     |       |
|               |   | <b>TOTAL</b>                    |     |       |

By initialing this page, I acknowledge the use of the services as indicated above and agree to be charged for the resulting amount.

Initials \_\_\_\_\_



4916 26<sup>th</sup> Street West, Suite 100  
Bradenton, Florida 34207  
Phone: (941) 752-2000  
Fax: (941) 753-0036  
[www.BradentonExecutiveCenter.com](http://www.BradentonExecutiveCenter.com)

---

**RULES AND REGULATIONS**  
**SCHEDULE "A"**

1. You and your guests will conduct themselves in a businesslike manner and the noise level will be kept to a level so as not to interfere with the quiet enjoyment of others and shall not annoy others.
2. You shall cooperate and be courteous with all other occupants of the facility and BEC/MSA staff and personnel.
3. No sign, advertisement notice or thing shall be inscribed, painted or affixed on any part of the building without prior written consent of BEC/MSA. BEC/MSA may remove anything in violation of this provision and Client shall pay all costs of such removal. Interior signs and directories shall be inscribed or affixed by BEC/MSA at Client's expense. BEC/MSA 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/MSA.
4. Smoking of cigars, cigarettes or other forms of tobacco use is not permitted in any part of the building or on the property.
5. 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 barber or beauty shop; telephone, employment bureau, 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.
6. The restrooms and other water apparatus shall not be used for any purposes other than those for which they were constructed. No unsuitable substances shall be disposed therein. All damages resulting from any misuse of the fixtures shall be borne by the Client who, or whose employees, agents, invitees or Clients shall have caused same.
7. The use of auxiliary heating devices such as portable electric heater, heat lamps or other similar devices is prohibited.
8. Client shall not disturb, solicit or canvas any occupant of the building and shall cooperate to prevent same.
9. The work of the janitor or cleaning professional shall not be hindered by Client after business hours. 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/MSA in discharging its obligation regarding cleaning services.
10. Any consent or approval of BEC/MSA required herein may be withheld by BEC/MSA in its sole and absolute discretion.
11. 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.



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

- 
12. Immediately following your use of conference room space, hoteling spaces, and/or audio/visual equipment, you shall clean up and return the space and equipment to the state of condition it was in prior to your use. In the event that the space and/or equipment is left in an untidy condition or in disrepair, BEC/MSA may charge you for any expenses and for time required to restore the conference space, hoteling space, and/or equipment to its condition prior to your use.
  
  13. While children are welcome in the facility when accompanied by an adult, the presence of children is not conducive to productivity in a shared work environment. Children must be accompanied and supervised at all times by an adult who is their designated guardian. BEC/MSA will not supervise children on premise nor will children be allowed to linger in the lobby.
  
  14. You shall not bring any liquor, alcohol nor controlled substances or paraphernalia into the facility nor on premise at any time.
  
  15. BEC/MSA reserves the right to make such other reasonable rules and regulations in its discretion from time to time as needed for the safety, care, appropriate operation, and cleanliness of the facility.

**Holiday Schedule:** BEC/MSA will be closed on the following holidays and telephones will ring directly into the office of CLIENT.

|                            |                           |
|----------------------------|---------------------------|
| New Years Day              | January 1                 |
| Good Friday                | The Friday before Easter  |
| Memorial Day               | Last Monday in May        |
| Independence Day           | July 4                    |
| Labor Day                  | First Monday in September |
| Thanksgiving Day           | Last Thursday in November |
| The day after Thanksgiving | Last Friday in November   |
| Christmas Eve              | December 24               |
| Christmas Day              | December 25               |

*Initials* \_\_\_\_\_