



MEMBERS ONLY CONFERENCE ROOM RENTAL AGREEMENT

NAME	TODAY'S DATE
EMAIL	TELEPHONE
EVENT DATE	EVENT TIME

ROOM REQUEST: (Please check the appropriate boxes for your request)

- STONEY POINT ROOM (SEATS 8 PERSONS)**
 - HALF DAY (LESS THAN FOUR HOURS) \$55.00
 - FULL DAY (OVER FOUR HOURS) \$80.00
- EMPIRE BLUFF ROOM (SEATS 20 PERSONS)**
 - HALF DAY (LESS THAN FOUR HOURS) \$90.00
 - FULL DAY (OVER FOUR HOURS) \$125.00
- POWER ISLAND ROOM (SEATS 60 PERSONS CLASSROOM STYLE)**
 - HALF DAY (FOUR HOURS OR LESS) \$100.00
 - FULL DAY (OVER FOUR HOURS) \$150.00

SERVICES:

- COFFEE/TEA/WATER SERVICE - \$1.50 PER ATTENDEE
- KEURIG COFFEE BAR, BOTTLED WATER/SODA - \$2.50 PER ATTENDEE
- CATERING KITCHEN USE - \$150.00
- OUTDOOR GAS GRILL - \$100.00





TECHNOLOGY | MAKE SELECTION BELOW:

- HALF DAY \$50.00 (FOUR HOURS OR LESS)
- FULL DAY \$100.00 (OVER FOUR HOURS)

Please describe any details Aspire North Staff should be aware of to better assist with your event.

- ★ In the event of cancellation please contact Meghan McGuire in writing or e-mail meghan@aspirenorthrealtors.com at least **72 hours before the scheduled start of the event** to avoid a \$100.00 cancellation fee.
- ★ The undersigned Renter acknowledges the receipt of the Aspire North Facilities Rental Policy. Renter understands the terms of that Policy and agrees to all of the Renter obligations contained to it. Renter agrees that all materials and equipment brought to this event shall be removed promptly at the end of the event.
- ★ The undersigned renter acknowledges that any rental outside of Aspire North Business hours (Monday through Friday 8:00 am – 4:30 pm) will require approval and a \$100.00 after-hours fee.

RENTER NAME

RENTER SIGNATURE

DATE

STAFF SIGNATURE

DATE

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STAFF USE ONLY

CONTACT: Meghan McGuire, meghan@aspirenorthrealtors.com

DATE PROCESSED/APPROVED: _____

THE DEPOSIT AMOUNT OF \$ _____ HAS BEEN RECEIVED BY ASPIRE NORTH.

ROOM RENTAL FEE: \$ _____

COFFEE SERVICE FEE: \$ _____

MISC. FEES: \$ _____

BALANCE DUE: \$ _____

