

STAMFORD TOWN CENTER

Conference Room Rental Agreement

Today's Date: _____
Date of Use: _____
Store Name: _____

I, _____ agree to rent the Stamford Town Center Conference Room located on level 6 in the garage under the following terms and conditions:

RENTAL FEES

\$300.00 for full day (8AM to 6PM)

\$150.00 for half day (8AM to 1PM) (1PM to 6PM) or any other time frame of 5 hours

- Agreement must be signed and returned with payment prior to the day the conference room is reserved. All fees must be paid in advance in Cash, Certified Check and/or ACH.
- Conference room is on a first come first serve basis.
- Conference room will be in good condition upon possession. Any concerns should be reported prior to the beginning of renter's use of the room.
- All furniture (tables and chairs) must be kept in the same condition as when possession of the room was taken.
- Under **NO** circumstances can the conference room table be moved.
- All trash, including food and beverages, must be placed in trash receptacles. If the amount of trash exceeds the trash receptacles, then you agree to remove it.
- Any damage to the room, equipment, and/or contents, including spills will be billed directly to your corporate office.

Please contact Security at (203) 653-9970 when you vacate the premises. A final inspection will be conducted promptly after leaving the space. Any damage observed at that point shall be directly billed to the tenant's corporate offices with photos.

Please sign and print your name below acknowledging that you understand and agree to these terms.

Signature of Store Representative: _____

Print Name: _____

For Office Use Only: Paid \$ _____ Method of Payment (Cash _____ Check _____ ACH _____)