



## ACUTE CARE EDUCATION ROOM RENTAL AGREEMENT

All room rentals include the following:

- Coffee, tea, and water service; continental breakfast (oatmeal & nutrition bars), and snacks (nuts, nutrition bars)
- All plates, cups, and silverware
- Use of room, projector, computer, lavalier microphone, and document camera
- Wi-Fi internet included
- AV Support person available
- Setup and tear-down are included in rental time
- Catering is available through our partner "Say Ciao!" Please contact Chef Peter at (360) 210-5522.

### Rates/Fees:

Room rentals are available Monday - Saturday (on a space available basis)

- Business hours 7:00 am - 5:00 pm; Hourly rate of \$40/hour + tax\*
- Evening hours 5:00 pm - 10:00 pm; Hourly rate of \$60/hour + tax\*
- Package Deals
  - ½ day rental 7:00 am - 12:00 pm; or 12:00 pm - 5:00 pm **\$175 + tax\***
  - Full day rental 7:00 am - 5:00 pm **\$275 + tax\***
  - Full day rental 2-consecutive days or more **\$225/day + tax\***

### Rental Policies:

#### SECURE DATE & VENUE

1. A signed rental contract and a NON-REFUNDABLE deposit of \$50, confirms your rental agreement and secures the facility making it unavailable to any other renting party.
2. The \$50 NON-REFUNDABLE deposit will be applied to your rental fee. If you are using our Marketing and Registration Services and/or Continuing Nursing Education Services, the \$50 room rental deposit is waived.
3. If the rental time exceeds the scheduled time, a penalty fee of \$60/hour billed in 15 minute increments will be charged, and in some cases it may not be possible to exceed the scheduled time due to the facilities capacity.

#### FOOD, CATERING & ALCOHOL

1. Commercially prepared food may be brought into the venue.
2. Catering is available from Say Ciao! Catering, 2501 SE Columbia Way, Suite 270, Vancouver, WA 98661 (360) 210-5522.
3. No alcoholic beverages are permitted unless served by our approved caterer.

#### RENTAL RESPONSIBILITIES

1. At least one Acute Care Education staff person will be onsite during all rentals. Renting parties are encouraged to consult with the staff person regarding the use of the facilities, heat, lighting, electricity, access, parking, etc. All Acute Care Education staff have full authority to enforce all policies listed here.
2. Any special room set up directions need 24 hours notice. If outside equipment will be brought into the rental space, please notify Acute Care Education staff upon submission of rental contract.
3. Set Up & Clean Up: The renting party is responsible for returning all rented areas to pre-rented condition. Cleaning must fall within the allotted rental period.

### PAYMENTS:

- All payments must be made in cash, check, or credit card. A \$50.00 fee will be charged for returned NSF checks. Please make checks payable to: **Acute Care Education**

Mail to:

Acute Care Education, LLC  
7200 NE 41st Street, Suite 206  
Vancouver, WA 98662



## ACUTE CARE EDUCATION ROOM RENTAL AGREEMENT

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cellphone: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### Event Information:

Title of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time(s) of Event: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Special Set-Up Instructions: \_\_\_\_\_

### Rental Rates

Number of Days	Price/Day	Total Room Rental

Initial \_\_\_\_\_ I agree to abide by the room rental policies.  
\_\_\_\_\_ I understand my \$50 Non-Refundable Deposit will be applied to the total room rental price. The balance of the room rental will be due on the day of the event.

### SIGNATURE

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_