



KLEIN LEGAL, PLLC

— ATTORNEYS AT LAW —

LEASE OF CONFERENCE ROOM

Date of Request: _____

Company: _____

Contact Person: _____

Address: _____

Phone: _____

email: _____

Date(s) Room Requested: ____/____/____ to ____/____/____

Conference Room Rental:

- ☐ Hourly (\$35/hour) for ____ hours
- ☐ Half day rental (four hours) (\$125)
- ☐ Full day rental (eight hours) (\$225)
- ☐ Coffee service (\$15)

Anticipated Number of Attendees: _____

Event Start Time: _____ Event End Time: _____

I agree to the General Use Room Rental Regulations listed on the reverse side.

Authorized Signature

Date

Cancellations received less than 24 hours in advance will be subject to full rental fee

General Use Room Rental Regulations

Klein Legal, PLLC offers meeting room space rentals when our conference room is not in use. We provide a clean, comfortable conference room in downtown Plymouth with a conference table, comfortable seats, a large dry-erase board, an available projector, and optional coffee/water service.

Conditions for use

1. The projector is provided at no cost to the Renter, but must be requested at least 24 hours prior to the reservation time. Coffee service is available at an additional charge. All catering needs must be coordinated and paid for by the Renter directly with the caterer.
2. Renters must be on hand to meet any vendors, caterers, set-up people, etc. for which they have contracted prior to the meeting and agree that Klein Legal, PLLC and its staff are not responsible for payment, acceptance, and/or signatures.
3. A deposit of \$50 will be collected in advance. The deposit will be refunded if the facility and restrooms are left clean, the table and chair arrangement is put back in its original order, and all furnishings and audio/visual equipment is undamaged. The deposit will be non-refundable for any cancellations within 24 hours of the meeting date.
4. Klein Legal, PLLC may require the Renter to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it.
5. The requesting entity is responsible for cleaning the room after use. All decorations, food, and other items brought in must be removed at the end of the meeting and trash must be placed in receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
6. Federal and State Statutes, Laws, and all local ordinances must be observed.
7. Any applicable sales and use taxes will be applied and are to be paid by the Renter.
8. The party leasing the room shall assume all responsibility for all actions of their guests and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
9. 580 Forest Avenue, Plymouth, MI is a smoke free facility.
10. Use is limited to the room rented and public areas such as the restrooms.
11. Users shall keep the equipment, furniture, and the room itself clean and free from damage from food or drink.
12. Violation of any of the room use regulations may result in the loss of the room use in the future.
13. Renter agrees that no alcoholic beverages or controlled substances shall be consumed on the premises unless authorized in advance in writing by Klein Legal, PLLC.

RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS KLEIN LEGAL, PLLC FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER'S GUESTS DURING THE RENTAL PERIOD.

If all guidelines are not followed, Klein Legal, PLLC has the right to cancel the rental contract and deny any future requests for room rental to the applicant.

Please fill out and this form and return to Klein Legal, PLLC. We will contact you within 24 hours of receipt to confirm the availability.

580 Forest Avenue, Suite 6C, Plymouth, MI 48170
(734) 748-2777 (P)
jklein@kleinlegal.org