

MBA



CONFERENCE CENTER



RESERVATIONS

Massachusetts Bar Association conference rooms are available for rental to MBA members and outside organizations. MBA-sponsored events receive first priority for use of the rooms. Other groups may reserve rooms on a space-available basis up to six weeks in advance of the event. Confirm your reservation by submitting this completed form and rental fee payment at least two weeks prior to your function.

Name: _____ Firm/organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail address (to receive room confirmation notice): _____

Are you an MBA member? Yes No Member #: _____

FUNCTION/EVENT INFORMATION

Event name: _____ Event sponsor: _____

Event date: _____ Start time: _____ End time: _____ Estimated attendance: _____

CONFERENCE ROOM PREFERENCE (IF AVAILABLE, SEE REVERSE FOR CAPACITY)

101 (first floor) 201 (second floor) 202 (second floor) 203 (second floor) 204 (second floor)

Rental fee (see reverse): \$ _____

SET UP STYLE (SEE REVERSE FOR OPTIONS):

Conference U-shaped Classroom Hollow square Other _____

Head table needed? Yes No If yes, for how many? _____ Podium needed? Yes No

AUDIO/VISUAL NEEDS

The following audio-visual equipment can be provided at no additional charge. Check those items required and give quantities where appropriate.

Overhead projector TV / DVD

Microphone(s) # _____ (rooms 101 and 203 only) Polycom phone

Flipchart(s) # _____ LCD projector (room 101 only)

Other _____

BEVERAGE REQUEST

The MBA will provide soda, water, coffee and tea at a cost of \$2 per person. I would like to order beverages for # _____ (@ \$2 per person)

Other special instructions: _____

CONFERENCE ROOM CAPACITY

<u>SET UP STYLE</u>	<u>Room 101</u>	<u>Room 201</u>	<u>Room 202</u>	<u>Room 203</u>	<u>Room 204</u>
Board set up:	—	10	20	—	10
U-shaped set up:	35	—	—	35	—
Hollow square set up:	40	—	—	25	—
Classroom set up:	60 (w/tables)	—	—	32 (w/o tables)	—

RATES

MBA MEMBERS:

Up to 3 hours:	\$120	\$60	\$70	\$95	\$60
3 to 5 hours:	\$220	\$100	\$120	\$170	\$100
Full day:	\$420	\$170	\$220	\$320	\$170

NON-MEMBERS:

Up to 3 hours:	\$220	\$100	\$120	\$170	\$100
3 to 5 hours:	\$420	\$180	\$220	\$320	\$180
Full day:	\$820	\$320	\$420	\$620	\$320

PAYMENT INFORMATION

All rental fees must be prepaid. The MBA cannot guarantee space without payment in advance. The MBA reserves the right to re-schedule any unpaid conference space, unless prior arrangements have been made.

CANCELLATIONS:

Cancellations must be made prior to seven days of meeting or a \$50 fee will be charged.

LIMITATION OF MASSACHUSETTS BAR ASSOCIATION LIABILITY:

As the licensee of the Massachusetts Bar Association Conference Center, I/We hereby agree to indemnify, defend and hold harmless the MBA and its affiliates, officers, employees and agents against any and all claims or liability of personal injury, and any damage or loss of property of the licensee or any of its agents, employees, independent contractors or invitees. Further, the licensee shall hold harmless the MBA and its affiliates, officers, employees and agents, from any incidental and consequential damages, cost of suit and attorney's fees, arising out of or in any way related to the lease of the MBA Conference Center.

RESTRICTIONS ON LEASE OF MBA CONFERENCE CENTER:

- The MBA reserves the right to restrict and withhold the lease of the MBA Conference Center for any reason. All licensees of the conference center agree to abide by the policies of the MBA. All displays, posters, decorations, banners or the like of any kind shall not be displayed without the prior written approval of the MBA and only in a manner approved by the MBA. The MBA expressly prohibits the lease of the conference center for the following purposes: membership recruitment or solicitation activities of any kind; fundraising; political campaign events; and media related activities.
- No smoking is allowed on the leased or unleased premises and the use or service of alcohol is strictly prohibited.
- If the MBA cancels the lease of the Conference Center for any reason, I/We agree that our sole remedy is the refund of the conference center lease fee. The MBA is not responsible for any incidental or consequential damages incurred by the Lessee as a result of the cancellation of the Conference Center lease.

Payment enclosed \$_____ . Make check payable to Massachusetts Bar Association.

Visa MasterCard AmEx

Credit Card #: _____ Exp. Date: _____

Signature: _____ Date: _____