

**POLICY FOR USE AND RENTAL
NH BAR CENTER SEMINAR ROOM
2 PILLSBURY STREET, LOWER LEVEL**

The New Hampshire Bar Center Seminar Room is used primarily by the NHBA in carrying out its day-to-day activities including continuing legal education seminars and the meetings of various committees, boards, sections, etc. On a space-available basis, with NHBA entities having priority, the Seminar Room is available for rent to other organizations. Rates established by this policy will be followed in all instances unless modified in writing on an exception basis by the Executive Director.

1. The NH Bar Center Seminar Room has a maximum capacity of 80, configured classroom style with a head table, on staging, for 6-8. The configuration of the NH Bar Center Seminar Room cannot be changed; it must be used as set.
2. The NH Bar Center Seminar Room, when available for rent, is generally available between the hours of 9:00 am – 5:00 pm Monday through Friday. No reservations will be accepted on weekends or on days when the Bar Center is closed. Reservations will be considered only upon receipt of a completed Reservation Rental Agreement. All charges must be paid at time of reservation.
3. Any group offering NHCLE credit at a program held at the NH Bar Center Seminar Room needs the prior approval of the Bar Association Director of Professional Development & Member Services.
4. Reservations must include a start time and ending time for the event. Requests for start times prior to 9:00 am and/or ending time after 5:00 pm will be honored only if a NHBA staff person is available to be on-site for the extra time requested and at an additional charge of \$50 per hour with a minimum of 1 hour to be paid.
5. The NH Bar Center and/or NH Bar Center Seminar Room **DO NOT** have available for your event: storage space for pre or post-meeting materials, kitchen facilities, copying service or public phones for attendee use.

Food & beverage needs can be arranged with an outside caterer. No open flames (including candles, sterno, etc.) are allowed in the NH Bar Seminar Room. No alcoholic beverages are allowed in the NH Bar Seminar Room without the expressed written permission of the Executive Director.

Group is responsible for coordinating all A/V equipment*, food & beverage, etc. deliveries and pick-up. Deliveries and pick-up of A/V equipment, food & beverages, etc. may not arrive prior to reserved meeting room start times or after end times. (see next page for AV rates)

6. The NH Bar Center is not responsible for personal property left on-site. (However, we do have a lost and found located at the reception desk on the 3rd Floor.)
7. The NH Bar Center has no control over the climate control in the facility. We recommend dressing in layers. Please make your attendees aware of this.

8. Any printed materials identifying the location of your event shall include, "NHBA Seminar Room" and the street address. In no event shall our name be used in such a way as to indicate that the NH Bar Association/Center is co-sponsoring your event unless you have prior written approval.

In addition, we require that you provide us with a copy of your flyer, advertisement or invitation when it is finalized. In no case should printed materials be sent until your Reservation Rental Agreement is approved by the NH Bar Association.

9. Users are responsible for leaving the Seminar Room in the condition in which it was found and disposal of all trash/garbage in the receptacles provided.
10. The Group will be responsible to reimburse the NH Bar Center for any damage to premises or equipment by attendees and other persons associated with the event. No taping, tacking or pinning is allowed on walls. Please use Post-It type easel paper for hanging of notes in the Seminar Room. Any signage needed for your meeting must be placed on floor easels and not attached to any walls (condo rules).
11. Additional fees will be charged if extraordinary costs are necessitated for custodial services caused by spillage, or maintenance/repair services are needed because of damage caused by users or their guests.
12. Notice of cancellation must be given TWO WEEKS PRIOR TO RESERVATION DATE or the NHBA will retain 50% of the rental fee.
13. 2 Pillsbury Street is a NON-SMOKING CAMPUS. Smoking is not permitted anywhere on the grounds of 2 Pillsbury Street, except the designated smoking area on the south side of building (near mailboxes).
14. Parking for groups renting the NH Bar Center Seminar Room is located in one of the parking lots located off Dakin Street (located between Pillsbury St. & Allison St.).
15. The NH Bar Center Seminar Room is not available for hosting social events, except for Bar entities.
16. The NHBA reserves the right to refuse use of the Seminar Room to any group, in its discretion, for any reason or no reason.
17. INCLEMENT WEATHER POLICY:
If the Bar Center is experiencing a delayed opening, we will be open as soon as is reasonably possible for staff to safely get in to the office. If you are in doubt about the status of any meeting, please check the Bar's website @ www.nhbar.org or call the Bar Center before you head out.

***AV Rental Rates**

Screens, sound, microphones & LCD Projector \$150

NH BAR CENTER SEMINAR ROOM RENTAL FEES

<u>Entity</u>	<u>½ Day Fee*</u>	<u>Full Day Fee*</u>
Courts / Government legal offices departments/groups	\$ 60.00	\$ 100.00
Non-profit legal associations	\$ 60.00	\$ 100.00
Other non-profit associations/organizations	\$ 150.00	\$ 250.00
Private Law Firms	\$ 200.00	\$ 350.00
Commercial Entities	\$ 250.00	\$ 400.00

Internet Access for presentations is available upon request.

* ½ Day charge is for 4 hours or less. Full day charge is for more than 4 hours. Rental fee includes standard minimum cleaning charge.
Additional charges will be incurred for reservations prior to 9:00 am and/or after 5:00 pm.
Cancellation notice is required TWO WEEKS prior to reservation date or the NHBA will retain 50% of the rental fee.

NH BAR CENTER SEMINAR ROOM RENTAL TERMS AND POLICIES

Failure to comply with any of the attached Policies for Use of the NH Bar Center Seminar Room is cause for cancellation of any and all reservation rental agreements. The Executive Director will be the sole judge as to whether such policies have been violated.

NHBA cannot be held liable for compensation of any kind for loss or damage due to circumstances beyond its control, to include, but not limited to, mechanical failure of the Bar Center and/or Seminar Room systems and equipment, fire, weather, war, states of emergency, labor strikes, failure of utilities or acts of God.

NHBA will not hold user responsible for causes beyond their control which may preclude the use of the NH Bar Center Seminar Room after a reservation rental agreement has been signed

The user agrees to accept full responsibility for any damages or exceptional costs to the Association occurring as a result of use of the NH Bar Center Seminar Room for this event. The user further agrees to maintain in full force and effect Comprehensive General Liability insurance, written on an occurrence form, with a minimum limit of liability of \$1,000,000 each occurrence and \$1,000,000 aggregate and to provide to the New Hampshire Bar Association a certificate of insurance as proof of this coverage.

The user agrees to indemnify and hold harmless the NHBA for all claims that might be asserted against the NHBA or any of its employees or agents for any property damage, bodily injury, or death, including reasonable attorney fees incurred in the defense or payments reasonably made to satisfy such a claim, including any claim arising out of the serving to or consumption of alcoholic beverages by any attendee at the event.

**NH BAR CENTER SEMINAR ROOM
RESERVATION RENTAL AGREEMENT**

This Agreement is considered binding upon acceptance by the New Hampshire Bar Association, accompanied by an advance deposit of payment in full of the rental fees as outlined (made payable to NH BAR ASSOCIATION) and accompanying certificate of insurance as proof of required coverage. Deposits are fully refundable upon cancellation notice of TWO WEEKS prior to reservation date.

Please complete and return this Agreement for reservation confirmation, with the required fee and proof of insurance to: NH Bar Center Seminar Room, 2 Pillsbury St., Suite 300, Concord, NH 03301-3502. Please retain a copy for your records.

Org. Name _____

Contact Person _____

Address _____

Email _____ Phone _____ Fax _____

Type of Event _____

Date of reservation request: _____

Start & End Times of reservation request _____

If outside vendors being utilized for A/V, food/beverages, other please provide, on a separate attachment, information on the company(s) being used, including contact information.

I/we have carefully read the Policies for Use and Rental of the NH Bar Center Seminar Room and agree to comply in full.

Authorized Signature(s) _____ Date _____

_____ Date _____