

## CONFERENCE ROOM RENTAL AGREEMENT

This agreement is between Signet Crest, Inc. d/b/a The Boardroom Executive Suites (“Boardroom”) and “Client,” as listed below. Boardroom agrees to provide use of conference rooms and/or day offices (collectively, “meeting rooms”) on an hourly basis, based upon the terms set forth in this agreement. Client must reserve meeting rooms in advance. Billing, at Boardroom’s then published rates for meeting room space, will be charged in 15 minute increments and will always be rounded up to the nearest quarter of an hour. Cancellation of meeting room reservations must be given at least one hour prior to the reservation time. If notice of cancellation is not given to Boardroom within one hour of the start time of the reservation, Client will be charged for the total amount of meeting room time reserved.

Client will operate in accordance with all applicable local, state and federal laws and regulations. Boardroom will act in accordance with all applicable local, state, and federal laws and regulations. **BOARDROOM WILL NOT CONDONE OR BE A WILLFUL PARTY TO ANY ILLEGAL ACTIVITY. FURTHERMORE, BOARDROOM WILL COMPLY WITH ALL LAW ENFORCEMENT OFFICIALS TO THE GREATEST EXTENT POSSIBLE IF ANY ISSUES ARISE IN ASSOCIATION WITH THIS AGREEMENT.** This agreement shall be interpreted and enforced in accordance with the laws of the state of Colorado.

Business support services such as use of copy machine, fax, secretarial services, and beverage set-up and service are available at Boardroom’s then published costs. Charges for meeting room rental and any additional services rendered will be due immediately following Client use, unless otherwise agreed upon. A fee of \$20.00 will be charged for any returned checks. All services are provided without any warranty of any sort whatsoever. Client’s sole remedy, and Boardroom’s sole obligation for any failure to render service is limited to an adjustment in Client’s billing in an amount equal to the charge for such service during which the failure occurs. Client’s use of Boardroom’s meeting rooms under the terms of this agreement does not authorize Client to use Boardroom facilities to receive mail or client dropped-off items, nor does it provide Client the ability to utilize Boardroom’s address for marketing or contact purposes, including but not limited to, being listed on Client’s website. These services are provided by Boardroom under separate services agreements.

Client will be responsible for the repair of any damages done to premises by Client and/or his associated agents, including Client’s guests and customers. Client will comply with all rules, regulations and requirements of the Building in which premises are located and with other reasonable rules and regulations established by Boardroom. Client shall maintain adequate insurance covering Client’s personal property and general liability insurance providing an occurrence basis a minimum combined single limit of \$500,000. Client shall hold the Boardroom (and any associated agents) and the Boardroom’s Landlord (and any associated agents) harmless from and indemnify such parties against, all liabilities, damages, claims, actions, costs, charges and expenses arising out of, or in connection with, any damage or injury occurring in or on the premises, except to the extent caused by the negligence or willful misconduct of Boardroom and/or the Boardroom’s Landlord.

Firing, hiring, and training employees is time consuming and expensive. Client agrees that while utilizing Boardroom premises and services and for six (6) months afterwards, Client will not offer employment to or hire any Boardroom employee. If Client violates this provision, Client will be liable to Boardroom the sum of fifty percent (50%) of the annual compensation (at the rate last paid that employee by Boardroom) of each employee involved.

A signed copy of this agreement, a copy of a valid state-issued ID, and a valid Visa, MasterCard or American Express number are required for meeting room rental.

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Credit Card #:** \_\_\_\_\_ **Exp:** \_\_\_\_\_ **CVV:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_