

# **Independent Insurance Agents of Virginia, Inc.**

## **Meeting Room Rental Policies, Procedures and Agreement**

All reservations and agreements are subject to the rules and regulations of Independent Insurance Agents of Virginia, Inc. (IIAV). IIAV reserves the right to rent space only to those organizations whose mission does not conflict with that of Independent Insurance Agents of VA.

### **Sponsorship**

All functions must be sponsored by a member organization or individual who is directly responsible to IIAV for making all of the arrangements and who should be in attendance. If this person is unable to attend, an on-site contact should be designated.

### **Rental Hours**

Normal rental hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. Availability beyond these hours must be confirmed with IIAV. Since we are not staffed outside of regular business hours, we must arrange ahead of time for a staff person to be present. There will be an additional charge of \$15.00 per hour for any time beyond the normal rental hours as stated above.

### **Guarantees**

An estimated maximum attendance must be given when the original booking occurs, with the final guarantee due 72 hours (3 days) prior to the date of your function.

In addition, room arrangement requests and audio visual requirements must be made at least two weeks in advance of the rental date.

IIAV reserves the right to limit the occupancy of the meeting rooms. If attendance exceeds the maximum occupancy for the booked room, IIAV reserves the right to enforce the maximum occupancy rules.

Rental space is allocated based on expected attendance at the time of the booking. IIAV reserves the right to change the space allocation depending on the final guarantee of attendance. Should your group desire a larger meeting room than the group number commands and space is available, an additional room fee will be charged.

### **Food & Beverage**

Soft drinks, water and coffee are available (see fee schedule). Should alcoholic beverages be provided for your group, IIAV requires a liquor license.

You may bring your own food or have a caterer supply your needs. IIAV can show the space to your caterer in advance if necessary. Please make an

appointment with a member of our staff; our receptionist or your staff contact will be glad to help you.

### **Public Space**

We often have several activities going on at the same time; therefore, we ask that you keep the door closed during your meeting and confine all meeting activities to the allocated space. It is also requested that you make use of the trashcans provided throughout the building. If cans are overflowing, let an IIAV staff member know. (see [Damages/Security/Storage](#))

Smoking is not permitted in the building.

### **Emergency Exits**

If your group is meeting in one of the classrooms, please exit through the door at the end of the hallway in that wing.

### **Climate Control**

Please check with a member of our staff if the temperature in your meeting space needs to be adjusted.

### **Phone Calls & Messages**

Phones are located in each meeting room and in the conference room for your convenience. Local calls only, please.

If we receive a phone call for a member of your party, messages will be posted on your meeting room entrance door. Only if there is an emergency will we interrupt your meeting.

### **Audio-visual**

Audio-visual equipment will be set up to your specifications and the appropriate fees will be added to your invoice. Requests for audio-visual equipment must be made at least two weeks in advance and is subject to availability. You may elect to bring your own audio-visual equipment; however, the IIAV staff will not be available to help with loading or set-up of outside equipment. Additionally, IIAV is not liable for damage or loss as stated in the "Damages/Security" section of this agreement.

### **Photocopies & Faxes**

The charge for photocopying is \$.25 per page. The charge for faxing is \$2.50 per fax. These charges will be added to your invoice. The IIAV staff is not available to do a large volume of photocopying or faxing; therefore, we respectfully request that this service be used only in extreme circumstances.

**Damages/Security/Storage**

The Patron agrees to be responsible for any damages done to the rented space or to any other part of the premises by any function attendee, guest or any other agent during the period of time such person(s) are under the control of the Patron or of any independent contractor hired by the Patron.

Special equipment that has not been approved or arranged for by IIAV will not be permitted, including but not limited to any materials that are to be affixed to the walls. In the event this is done without authorization, any damages will be billed to the patron.

If excessive clean-up is necessary after your meeting, a \$25.00 fee will be added to your invoice. In order to avoid this, please make use of the trashcans provided throughout the building. If the cans are overflowing, please notify an IIAV staff person.

IIAV assumes no responsibility for damages or loss of any merchandise or articles left in the meeting room prior to, during or following the function.

IIAV will not store material for presentations at the IIAV building.

IIAV functions are given priority in the allocation of the meeting facilities. Meeting room and conference room space will be rented accordingly.

Smoking is not permitted in the building.

**Fees**

All rental fees are due at the time the rental agreement is executed.

All other services, including beverages, audio-visual equipment, etc., will be billed at the conclusion of the event. This balance is due and payable upon receipt of invoice.

Fees may be paid by check payable to IIAV or by credit card at the time the contract is signed.

Rental fees are subject to change without written notice, but will not be altered for a particular function once the booking is confirmed in writing and has been signed by both parties.



## 2009/2010 IIAV Meeting Room Price Schedule

### Room Rates

Meeting Room A – full day	\$100 (holds 30 people)
Meeting Room A – half-day	\$ 50 (holds 30 people)
Meeting Room B – full day	\$100 (holds 30 people)
Meeting Room B – half-day	\$ 50 (holds 30 people)
Rooms A & B – full day	\$175 (hold 60 people)
Rooms A & B – half-day	\$100 (hold 60 people)
Board Room	\$100 (holds 20 people)

Full room is 24' X 49' (1176 sq ft)

Half room is 24' x 24 ½ (588 sq ft)

A full day is four hours or more; half-day rates apply for less than four hours. Members receive a 10% discount on room rental only. Building Fund contributors at the \$10,000 level and above receive room rental at no charge; all other fees apply.

### Audio-Visual/Other

Overhead projector and screen	\$ 30
LCD projector system	\$150
TV, VCR/DVD	\$ 30
Flipchart with markers	\$ 25
Wi-Fi	\$200
Conference speaker phone line	\$ 50
Lectern	No Charge

Equipment rental is subject to availability. Rates are per day, for on-premise use only.

### Beverages

Coffee, soft drinks & bottled water	
for a full-day meeting	\$ 5 per person
for a half-day meeting	\$ 3 per person

### Other Fees

\$15.00 per hour will be charged for any time outside of the 8:30 a.m.–4:30 p.m. Monday through Friday time frame.

When necessary, an excessive clean-up charge of \$25.00 per day will be added to your invoice.

Photocopying	\$ .25 per page
Faxes	\$2.50 per fax

# Independent Insurance Agents of Virginia

## Room Rentals



Call Kathy Davis for more information, including a rental application.

IIAV, 8600 Mayland Drive, Richmond, VA 23294

[www.iiav.com](http://www.iiav.com)

Ph: 1-800-288-4428 / 804-747-9300

Fax: 804-747-6557