



TERMS AND CONDITIONS

1. **Hours:** Conference/ Meeting Room Hours 9 am to 5 pm. The minimum booking time is one (1) hour, with additional time available in 15-minute increments.
2. **Security Deposit:** \$250.00 Security deposit required, refundable after usage charges. A clean up fee of \$50 will be assessed/deducted in the event cleaning services are required.
3. **Beverages.** A vending machine is available in the break room, during business hours.
4. **Liability:** Hampton Business Center holds the right to inspect and control private functions. Liability for the damage will be charged accordingly. We are not responsible for any personable property or equipment brought into our facility. Any items left will be discarded.
5. **Property:** Approval is necessary for any decorations or safeguards being set up. Nails, tacks or other objects on walls or property are prohibited. The client will be held liable for any damage incurred by himself, agents, or guests. Decorations and displays must be removed by the client to prevent clean up service fees or lost property.
6. **Accessories and Copy Machine**
Hampton Business Center can provide office supplies such as scissors, tape, staples, and pads, as well as access to the copier machine for scanning, faxing, copying, and printing, all available for an additional fee
7. **Payment:** Full payment including all rates, applicable taxes, food & beverage, and/or any equipment must be paid entirely to Hampton Business Center upon reservation.
8. **Guarantee:** To guarantee rates quoted and availability, this contract must be signed and returned to Hampton Business Center the same day of inquiry. Reservations are charged upon receipt of this contract. No Exceptions.
9. **Cancellation:** If a cancellation becomes necessary, Hampton Business Center must receive a written notification 24 hours in advance to avoid forfeiture of any payment.

I have read the above contract concerning Hampton Business Centers Conference Room facility and agree to the terms and conditions.

Client's Signature

Date

HBC Representative

Date