

Smyrna/Rutherford County Airport Authority
278 Doug Warpoole Rd.
Smyrna, TN 37167
Phone (615) 459-2651 Fax (615) 459-1030
Conference Room Rental Agreement

Function Name: _____

Function Date(s): _____ Number of people attending: _____

Contact Person: _____ Email: _____

Phone Number: _____ Fax Number: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Arrival Time: _____ a.m. _____ p.m. Departure Time: _____ a.m. _____ p.m.

<u>Room Size:</u>	<u>Rental Time:</u>	<u>Room Setup:</u>
Full Room <input type="checkbox"/>	Full Day <input type="checkbox"/>	Board Room <input type="checkbox"/> Theatre <input type="checkbox"/>
Half Room <input type="checkbox"/>	Half Day <input type="checkbox"/>	Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/>

Full room maximum occupancy: 65 Full day: More than four hours; No more than eight hours

Half room maximum occupancy: 25 Half day: Four hours or less

Please check if applies:

(There is an additional \$25 charge if food is served)

- *Please figure any setup time into total rental time. The Airport Authority cannot guarantee the space available except for the times listed above.*
- **Food service fees do not include kitchen supplies. All refreshments and provisions are to be provided by renter.**
- *Damages or extraordinary cleaning at cost plus 10%.*
- *The Renter agrees to hold Airport Authority harmless and indemnify Airport Authority including reasonable attorney's fees and costs from any losses, damages or injuries that may arise directly or indirectly to Renter by reasons of Renter's actions or omissions in or around the premises or due to business operations from the premises or ordinary negligence.*

Total Fees: _____

Renter

Airport Authority

Signature

Signature

Date

Date