



**State Bar of Georgia
Conference Center Agreement for Bar-related Entities**

1. General

a. User: Name: _____ Contact: _____
Address: _____ Phone: _____
Email: _____
Fax: _____

b. Event: Date: _____ Size: _____ (number of attendees)
Use: _____ Room Requested: _____
Drinks (specify coffee or soft drinks): _____ Caterer: _____
Time: _____ Alcohol (see **Operating Rules**): _____
(Note: We close at 5pm)
Special Needs: _____ AV Needs: _____
Name of Event (as it will be posted): _____

2. **Fees and Rules:** Room, furniture, and audio/visual equipment rent is \$0 for Georgia licensed attorneys. User contracts directly for food and beverage for groups larger than 20. Coffee and soft drinks are available for small groups (coffee \$8.00/pot; soft drinks \$1.00/each) plus 8% sales. User agrees to the operating rules printed on the attached Conference Center Operating Rules. User agrees to limit attendees to the maximum posted room occupancy.

3. **Indemnity:** In return for the rent-free use of the Conference Center, the User agrees to indemnify and hold harmless the State Bar of Georgia and its officers, directors, members, employees, independent contractors and agents from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys' fees, due to bodily injury (including death), personal injury, and property damage arising out of or resulting from any act or omission on the part of the User and all of its respective officers, directors, members, volunteers and employees, or violation of any pertinent federal, state or local law, rule or regulation.

State Bar of Georgia
By: _____
Signature

User: _____
By: _____
Signature

Print Name Date

Print Name Date



**State Bar of Georgia
Conference Center Operating Rules for Bar-related Entities**

1. The State Bar is pleased to provide meeting space, when available, to our Georgia licensed attorneys. This is a rent-free service. We are **not** staffed to offer other services such as secretarial, court reporting, and notary public. If such services are needed, please remember to make your own private arrangements as they will not be available at the Bar.
2. Representatives from the User must be present at all times during the meeting and will be responsible for food service, set-up and clean-up.
3. After-hours, evening and weekend meetings will require the User to reimburse the State Bar for security, cleaning, heating/air and parking attendant. (See related After-Hours Charges).
4. Subject to availability, the State Bar provides free parking only to members of the State Bar of Georgia. All others pay the daily rate posted on the day of use.
5. The furniture in each room is pre-set in the configuration best suited to the majority of users. Due to the high usage of the Conference Center and the limited Bar staff to serve all users, re-sets of the furniture normally require contract movers frequently working at night. Consequently, users are strongly encouraged to use the normal pre-set configuration. If re-sets are absolutely necessary and if the re-sets will not disrupt other users' activities, we will try to accommodate re-sets of the following rooms with the user reimbursing the State Bar pursuant to the following schedule:

Room	<u>First Re-set Per Bar Year</u>	<u>Each Additional Re-set in the Same Bar Year</u> (approximate actual cost)
Auditorium	\$800.00	\$1600.00
Conference Room A	\$600.00	\$1200.00

6. Unless the User or its caterer holds an appropriate license, **the sale of liquor is prohibited.**