



**State Bar of Georgia  
Conference Center Agreement for Non 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: \_\_\_\_\_  
Special Needs: \_\_\_\_\_ AV Needs: \_\_\_\_\_  
Name of Event (as it will be posted) : \_\_\_\_\_

2. **Fees and Rules:** Room, furniture, and audio/visual equipment rent is shown on the attached Conference Center Operating Rules. User contracts directly for food and beverage for groups larger than 20. Coffee and soft drinks are available for smaller groups (coffee \$8.00/pot; soft drinks \$1.00/each) plus 8% sales tax. If User does not return room to its pre-existing condition, including furniture set-up and cleanliness, User will be charged a set-up and cleaning fee as shown on the attached Conference Center Operating Rules. User agrees to abide by the attached Conference Center Operating Rules. User agrees to limit attendees to the maximum posted room occupancy.

3. **Indemnity:** 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**

**User:** \_\_\_\_\_

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name Date

\_\_\_\_\_  
Print Name Date



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

1. User must submit this form no later than two weeks in advance of the requested meeting date so the State Bar can confirm availability of space on date requested.
2. State Bar provides the space, furniture, and audio/visual equipment for the rent shown below:

Auditorium:	\$1000
Conference Room A-D:	\$500
Courtroom:	\$500
Executive Conference Room:	\$600
Presidents Boardroom:	\$1,000
Room 1:	\$350
Room 2:	\$250
Room 3:	\$350
Room 4:	\$200
Room 5:	\$350
Room 6:	\$250
Gallery	\$500

3. 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. If the State Bar provides room set-up, the User shall reimburse these costs pursuant to the following schedule:

Auditorium:	\$1,600 Change Set-up
Conference Room A-D:	\$1,200 Change Set-Up
Rooms 3 and 5	\$300 Change Set-Up

4. Food, beverage, copier, and other costs for services requested by the User are the User's responsibility.
5. Evening and weekend meetings will require the User to reimburse the State Bar for staff, parking attendant, extra security and extra utilities as follows:
  - a. \$50.00 per hour to run the heating or cooling system after 7:00 p.m. weekdays and after 1:00 p.m. on weekends
  - b. \$25.00 per hour for security after 3:00 p.m. weekdays and all hours during weekends (2-hour minimum weekdays, and 4-hour minimum weekends)
  - c. \$20.00 per hour for cleaning after 3:00 p.m. weekdays and all hours during weekends (2-hour minimum weekdays, and 4-hour minimum on weekends)
  - d. \$16.00 per hour for parking attendant after 10:00 p.m. and all hours during weekends (2-hour minimum weekdays and 4-hour minimum weekends)

6. Failure to comply with this agreement and operating rules, including cancellations made less than 2 weeks out or no-shows, may result in the State Bar's refusal to book future meetings for the User.
7. 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.
8. Unless the User or its caterer holds an appropriate license, the **sale** of liquor is prohibited.
9. **Payment must be received two weeks prior to day of meeting.**