



BRADD Conference Center Rental Information

T. Jack Eversole Regional Conference Center

The conference center is a flexible space that contains seating for 100 persons. The center is equipped with conference tables and chairs, a projector, podium and head table.

Included with the BRADD Conference Center are two adjoining rooms:

- Executive meeting room with a 10 person capacity
- Kitchen facility with stove, fridge, microwave, sink, coffee pot, and dishwasher.

Rate

- \$100 for the first two hours (minimum)
- \$30 for each additional hour.
- \$280 for all day rental (8 a.m. to 5 p.m.)

CONFERENCE ROOMS 16 and 38

Teleconferencing options are available for either room

Conference Room 16

- Projector
- Chalkboard
- Suitable for executive style or classroom style meetings

Conference Room 38

- Marker board
- Chalkboard

Rate:

\$30 per use of one room



For more information on rental or availability, call the BRADD office at 270.781.2381



Conference Room	Capacity
Conference Center	120
Room 16	20
Room 38	15

THINGS TO KNOW

- Coffee is available for the conference center at \$5 per pot. The renting party is responsible for making coffee, emptying pots, and turning coffee maker off. See reception for coffee.
- Renting parties are responsible for providing and disposing of all food and related items (e.g. utensils, paper towels).
- Renting parties are responsible for clean-up of the conference rooms and their joining facilities.
- Renting parties will be required to sign a damage and cleaning liability waiver.

T. JACK EVERSOLE REGIONAL CONFERENCE CENTER RENTER AGREEMENT

This is an agreement between the Barren River Area Development District and the person(s) listed below as the "Renter" for the use of the T. Jack Eversole Regional Conference Center (the "Center") on the dates specified herein.

In consideration for permission to use the Center, the Renter hereby agrees as follows:

1. The Renter shall have permission to use the Center on the following date and time:

Date(s): _____ Time(s): _____

For Multiple/Routine bookings; please specify hours of use, day of the week and anticipated end date: _____

2. The Renter shall limit their use of the Center to the following:

3. The Renter agrees to follow the guidelines for use of the Center and any equipment. Renter acknowledges that a copy of the guidelines which are stated herein by reference and attached hereto as Exhibit A, are furnished to the Renter and that Renter has read and understands the content of the guidelines.
4. The Renter accepts full responsibility for all damages and/or injuries on property during or incident to the actual dates and times of use and agrees to hold harmless the Barren River Area Development District and any of its agents or associated parties.

Renter/Organization Name

Renter Signature

Date

BRADD Executive Director

Date

BRADD CONFERENCE CENTER DATA SHEET

Date: _____

Name: _____ Phone: _____

Billing Address: _____ Mobile: _____

_____ Email: _____

DATE(S) REQUESTED: _____ ROOM: _____

TIME(S) OF MEETING: _____

NAME & PURPOSE OF MEETING: _____

Please list any special needs, Computers, Screens, Microphone etc.

RENTER STATUS: ☐ Individual ☐ Employee ☐ Non-profit
 ☐ Contract Agency ☐ State Agency ☐ Other

RATE:

Conference Center: \$100 for the first two hours (minimum) \$30 for each additional hour or \$280 all day rental (8 am to 5 pm).

Additional Meeting Rooms (16 and 38): \$30 per use of one room.

FEE TOTAL = \$ _____

(Payment Method: check, money order or cash. Please make checks payable to BRADD)

Renter Signature

Date

**BARREN RIVER REGIONAL CONFERENCE CENTER
USAGE GUIDELINES
(Exhibit A)**

In order to keep this facility in operative order for use by individuals and groups in the Barren River Area Development District and/or the Commonwealth of Kentucky, we ask that the following guidelines be followed. Noncompliance with these guidelines will subject the renter to penalties and debarment from future use of the facility.

1. The Conference Center will accommodate 100 persons comfortably (80) seated at tables; 20 on additional chairs).
2. Renters are responsible for setting up the Center for their meeting and making coffee. Coffee supplies are available at a cost of \$5.00 per pot made.
3. An IT Specialist is available during business hours to assist with BRADD equipment needed for meeting, i.e. screens, projectors, microphone, etc.
4. Restrooms are available in the lobby, renters are responsible for keeping restrooms clean, see receptionist for any needed supplies.
5. Renters are permitted use of the BRADD lobby, as the primary place of entry. The kitchen or caterer entrance is also available.
6. No nails, tacks, tape, or any other object will be used to post anything to the walls of the facility.
7. Do not move podiums without BRADD staff assistance.
8. Park in paved areas only.
9. Renters are responsible for getting food to their meeting and clean up and disposal of all leftover food.
10. Alcoholic beverages are prohibited.
11. The facility must be returned to its original condition when the meeting/event is over.
12. All left over food must be placed in appropriate waste containers or taken from the facility, and unwanted meeting materials must be placed in appropriate waste containers.
13. Kitchen must be left clean. No dirty dishes or food remains in refrigerator or dishwasher. Counters and tables must be wiped down. Coffee maker burners must be turned off.
14. All lights must be turned off before departure.
15. Any costs associated with damages that occur or any extra cleaning to flooring, walls, restrooms, or appliances to return to pre-use/rental agreement status, will be billed to renter.

Upon completion of rental, please advise BRADD of any issues or repairs. Renter shall advise the receptionist if coffee supplies need replenished, how many pots were made (if any).

I agree to abide by the guidelines:

Renter Signature

Date

CONFERENCE ROOM CAPACITIES

Conference Room AB	120
Conference Room C	10
Conference Rm. 16	20
Conference Rm. 38	15

