



2300 Meadow Drive, Suite 100, Louisville, KY 40218  
(502) 459-9800

### Rental Agreement for Builders Exchange of Kentucky Educational Center

The Builders Exchange of Kentucky is now offering rental opportunities of the multi-purpose educational center. Check out the opportunities for your group, team, or organization to use the facility for meetings, luncheons, and training sessions. Catering options are available upon request. Please call Mary Ellen Higgins at 502-459-9800 to find out details about renting these state-of-the-art multi-purpose rooms.

#### Rental Details

___ Room #1	29' x 39' seats 40 comfortably:	Exchange Member/Tenant/Industry Group	\$100/day
___ Room #1	29' x 39' seats 40 comfortably:	Non-Member/Non-Industry Related Group	\$150/day
___ Room #2	19' x 39' seats 20 comfortably:	Exchange Member/Tenant/Industry Group	\$ 50/day
___ Room #2	19' x 39' seats 20 comfortably:	Non-Member/Non-Industry Related Group	\$100/day
___ Room #3	48 'x 39' seats 60 comfortably:	Exchange Member/Tenant/Industry Group	\$150/day
___ Room #3	48' x 39' seats 60 comfortably:	Non-Member/Non-Industry Related Group	\$200/day

Reservations are on a first-come-first-serve basis, and are not considered confirmed until payment is received in full. If a reservation has been made and payment received, a confirmation notification will be sent via email to the renter's primary point of contact.

#### Cancellation Notice

Should a confirmed reservation need to be cancelled within seven days of a scheduled event, no refund is available; however, if a reservation needs to be cancelled more than eight days in advance, a full refund will be offered or applied to an alternate date. For more information, please contact Clay Snowden at [csnowden@bxkentucky.com](mailto:csnowden@bxkentucky.com).

#### Booking Agreement

Date/ Time of Event: \_\_\_\_\_

Use/Purpose: \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_  
Print Name Company Name/ Organization [hereinafter the "Renter"]

do hereby agree to adhere to the terms and conditions of this rental agreement and to maintain the security and care of the rental space and any equipment within the rental space, and to leave the room in the condition in which it was rented.

\_\_\_\_\_ Renter's Signature/Date

\_\_\_\_\_ Builders Exchange Representative's Signature/Date

**TERMS and CONDITIONS:** In consideration of the covenants contained here and above, the Builders Exchange of Kentucky, referred to as Landlord, rents to the Renter, upon the terms, covenants and conditions set out here, the premises described above, referred to as the "Training Room". (1) The Renter acknowledges that the Training Room for the purposes of this Rental Agreement is the property of landlord and that it was received in good and proper condition. (2) The Renter agrees to leave the Training Room in the same condition received, ordinarily, at the end of the term stated above or sooner upon demand of Landlord. (3) The Renter agrees to carry liability insurance at all times and to indemnify and save harmless the Landlord and all respective officers, directors, employees and agents, their successors, assigns, executors and other legal representatives, of and from all manner of actions, causes of actions, debts, accounts, covenants, contracts, interest, costs, damages, special and general, claims and demands whatsoever which any person may have, or which any person's administrators, successors and assigns hereafter can, shall or may have for or by reason of any cause, matter or thing whatsoever and especially for and without limiting the generality of the aforesaid, any and all claims and more particularly from any and all claims arising out of the Renter's use and occupation of the Training Room. (4) The Renter further expressly agrees to indemnify the Landlord's insurance company for any and all loss, damage, cost and expense paid or incurred by the insurance company because of injuries or damages sustained by renters, users and/or occupants of the Training Room however occurring. (5) Renter expressly agrees to pay Landlord on demand: (a) Any charges or fees for cleaning services required as a result of the Renter's use of the Training Room. (b) A sum equal to the cost of all damages to the Training Room during the above stated rental term. (c) A sum equal to the value of all items, tools and accessories lost or stolen from the Training Room during the rental term. (6) It is expressly agreed that Renter is not the agent, servant or employee of Landlord in any manner whatsoever. (7) In the case that alcoholic beverages will be served at the event, the Renter is to provide proof of liquor liability coverage prior to the day of the event.