

## ROBERT O. MILLER CONFERENCE CENTER

### Venue:

	Capacity:	Square Feet:
Banquet Hall	125 (seated) 150 (standing)	1,040

### Rental Rate:

\$300 for the first day, \$125 for each additional day  
Non-profit- \$125 each day

### Amenities:

Kitchen with microwave, ice maker, and fridge (no stove)  
11 - 8ft, oblong tables, 96 chairs

### Contact Information:

Person: Stephanie Butler  
Address: Murray Convention & Visitors Bureau  
201 South 4th Street  
Murray, KY 42071  
Phone: 270.759.2199  
Fax: 270.761.6793  
Email: [stephaniebutler@tourmurray.com](mailto:stephaniebutler@tourmurray.com)



### Regulations:

- A \$100 refundable deposit is required. It will be returned after the event pending compliance with all rules and regulations.
- Alcoholic beverages may not be served nor consumed at events held on the property.
- Renters will be held liable for all damage, loss, or destruction to the property or to the equipment related to the renter's use of the room.
- Murray Convention and Visitor's Bureau will not be held responsible for any lost or stolen articles.
- Pets, excluding service animals, are not allowed inside the building at any time.
- The Center will be used only in accordance with Federal, State, and Local law and shall not be used for the purpose of organizing or the carrying out of unlawful activities.
- Use of the Center shall not be used for fund-raising purposes without prior permission from the Murray Convention & Visitors Bureau.
- The phone provided in the lobby may be used for local calls only. Any long-distance calling will be billed to the renter.
- Renters will only have access to the rental room and front lobby. Parties are excluded from use of the second floor.

### Decorations

- Early access to the room will be allowed with discretion based upon availability. However, if an event is booked on that day, early accessibility will be taken away at any point, with no fault to the Murray CVB.
- The use of tape, thumbtacks, or nails on doors or walls, including paintings and murals, are prohibited.
- The use of fog/smoke machines and dry ice is prohibited.
- Candles are permitted but must be used with discretion.
- The moving of furniture and fixtures is prohibited (with the exception of tables and chairs in the room).
- Do not drag chairs and tables across the wood floor. Please gently carry them.
- Renters are responsible for cleaning the room after an event. No trash should be visible, chairs and tables should be put away, and floors should be swept. A mop and bucket are available if needed. If the room is left unclean, the renter will be charged an additional clean-up fee to be determined by the amount of labor needed.
- The Murray CVB is **NOT RESPONSIBLE** for setting up or taking down decorations, tables, chairs, or moving furniture for an event.

### Room Confirmation:

- No event is confirmed until contract is signed and payment has been received by the Murray Convention & Visitors Bureau.
- Payment must be received in full 30 days prior to event unless special arrangements have been made.
- Checks are made payable to: **Murray Visitors Bureau**

### Cancellation:

- A 48-hour room cancellation notice is required for all reservations. The cancellation must be submitted in writing by the contact name on the contract.
- Murray Convention & Visitors Bureau has the right to cancel reservations in the event of unusual circumstances.

**Please fill out the following information:**

**Name** \_\_\_\_\_

**Organization (if applicable)** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Proposed Event** \_\_\_\_\_

**Date(s) of Room Rental** \_\_\_\_\_

**Time of Event** \_\_\_\_\_ **Time of Setup** \_\_\_\_\_

**Estimated Group Size** \_\_\_\_\_

**Total Amount Due** \_\_\_\_\_

**I have read and agree to adhere to the policies as set forth by the Murray Convention & Visitors Bureau.**

\_\_\_\_\_  
**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

**If any regulations are broken, or damages occur to the Robert O. Miller Conference Center during the rented hours, the party listed above will be responsible for the labor and costs to fix the damages. The billing will be sent to the address above.**

\_\_\_\_\_  
**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Responsible Party**

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For office use only  
Amount Due \_\_\_\_\_  
Date paid \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_  
Initials \_\_\_\_\_

