

ROBERT O. MILLER CONFERENCE CENTER

Venue:

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

Rental Rate:

\$225 for the first day, \$100 for each additional day
Non-profit- \$100 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



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: **City of Murray**

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

For office use only

Amount Due _____

Paid ___ Cash ___ Check ___

Initials _____