



# Conference Center

## Venue

Capacity: 60  
Square Feet: 1,015

## Amenities

Small kitchen with microwave, ice maker, and fridge (no stove)

## Rate

\$250 for the first day, \$150 for each additional day  
Non-profit- \$150 each day  
Deposit: \$200, refundable



270.759.2199 | [kaylaspeis@tourmurray.com](mailto:kaylaspeis@tourmurray.com) | 206 S 4th St.

### Regulations:

- A \$200 refundable deposit is required for rentals that last all day (an event lasting more than three hours or not during regular office hours). It will be returned after the event pending compliance with all rules and regulations.
- If alcoholic beverages are served, it must be in compliance with Kentucky State Law and Murray City Ordinance 1585.
- If renting for the full day, your event must be finished and cleaned up by midnight of the day rented.
- 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 fundraising purposes without prior permission from the Murray Convention & Visitors Bureau.
- Kitchen equipment needs approval for movement. If equipment is moved, deposit will not be returned.
- Renters will only have access to the rental room, kitchen and front lobby. Parties are excluded from the offices spaces.

### Setup/Decorations

- The use of command strips, tape, thumbtacks, or nails on doors or walls, including paintings and murals, are **prohibited**. Decorations on walls 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 the tables and chairs in the actual rental space).
- Do not drag chairs and tables across the floor. Please gently carry them.
- Renters are responsible for cleaning the room by midnight 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 cleaning fee of \$100 and the deposit will not be returned.
- The Murray CVB is **NOT RESPONSIBLE** for setting up or taking down decorations, tables, chairs, or moving furniture for an event.
- Renters are responsible for allowing access to the building for vendors (with the exception of vendors arriving during business hours).

### Room Confirmation:

- No event is confirmed until contract is signed and payment has been received by the Murray Convention & Visitors Bureau.
- **Deposits will only be returned when rental key is returned, responsibility list is completed and the rental room is left in its condition prior to rental.**
- 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 7-day room cancellation notice is required for all reservations. The cancellation must be submitted in writing by the contact name on the contract. Otherwise, payment will not be returned.
- Murray Convention & Visitors Bureau has the right to cancel reservations in the event of unusual circumstances.

**KEEP COPY OF CONTRACT FOR YOUR REFERENCE**

**Please fill out the following information:**

**Primary Contact Name** \_\_\_\_\_

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

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

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

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

**Secondary Contact Name** \_\_\_\_\_

**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 Murray CVB 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: V2

Amount Due \_\_\_\_\_

Date paid \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

Initial \_\_\_\_\_