

Murray KENTUCKY Conference Center

Feels Like Home

Venue

Capacity: 60

Square Feet: 1,015

Amenities

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

12 - 6ft X 2ft Meeting Tables

60 chairs

Rate

\$275 for the first day, \$160 for additional day

Non-profit: \$150 each day

Deposit: \$200, refundable

Meeting: \$25/hour

Taxes are included on room rental fees



270.759.2199 | kaylaspeis@tourmurray.com | 206 S 4th St.

Regulations:

- **Non-profit organizations MUST provide a copy of their tax-exempt certificate to receive the non-profit room rental rate.**
- 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. **Deposit check MUST be separate from rental check.**
- 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 political fundraising purposes.

- 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 Swiffer mop is provided 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.
- **Deposit check and room rental check MUST be separate.**
- 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

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For office use only: V2
Amount Due _____
Date paid _____ Cash _____ Check _____
Initial _____