

Room Rental Agreement

Name _____

Address _____

Telephone _____

Activity _____

Contact person _____

Email _____



ARUBA TRADE & INDUSTRY
ASSOCIATION

Date	Hour		Room	No. of Persons
	From	To		
	From	To		
	From	To		

Room Rates (Minimum of 2 hours for rentals, "X" are included, Room setup: Theater, U-shape, classroom, Boardroom, etc., Afterhours surcharge: weekdays after 5 p.m.)

	Member	Pax	Price /H	Please indicate room setup
	Member Conference Room	80	AWG 53	
	Non-Member Conference	80	AWG 79.50	
	Member Meeting Room	25	AWG 39.75	
	Non-Member Meeting Room	25	AWG 58.30	

	Additional	No.	Price
	Coffee Machine	Up to 25 people	AWG 26.50
	Coffee Machine	More than 25 people	AWG 53
	Soda	10 cans	AWG 21.20
	Bottled Water	Per bottle	AWG 1.60
	Beamer	Per day	AWG 53
	Laptop	Per day	AWG 79.50
	Sound system	Per day	AWG 53
	Flip Chart	Per day	AWG 26.50
	Afterhours Surcharge	Per day	AWG 53
	Weekend Surcharge	Weekends and Holidays	AWG 106

X	Wi-Fi	X	1 White board	X	Regular Coffee/Tea	Total	
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Reservations and cancellations must be made 48 hours in advance due to logistical planning. In case of late cancellation, 50% of the original rental fee will be charged!

Payment must be made minimum 48 hours. before activity date. Invoice will be sent by email.

Requested by: _____ Date: _____ Signature: _____

Approved by: _____ Date: _____ Signature: _____



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Room Rental Rules

The following appliances and furniture are included in the rental of the conference and meeting room:

- Refrigerator
- Microwave
- 80 black chairs
- 15 tables
- 1 white board
- Smith & Dorlas coffee machine (regular coffee/ tea)

The following appliances and furniture are included in the rental of the meeting room:

- TV including HDMI cable
- 25 black chairs
- 6 tables
- 2 cocktail tables with cloth
- 1 Coffee percolator

Lessee agrees to:

- Assume all liabilities and charges for any and all damages sustained to the building, premises, furniture and/or equipment during the performance of this agreement.
- **Tables are not to be moved without unlocking first! Any damages to the tables shall carry a cost of 159 AWG per table for repair.**
- The consumption of food, alcoholic and non-alcoholic beverages are permitted.
- **If lessee needs assistance with catering and/or additional F&B, ATIA will add an additional cost of 15% service charge to the catering bill.**
- If F&B is used the lessee is responsible to clean up the room and take out the garbage and trash. The room must be returned in the same condition in which it was found.
- Lessor will prepare an invoice regarding such charges, if any, and will submit it to Lessee within 30 days after the event.
- When leaving the building, Lessee should check if all doors are closed, lights and air-conditioning units are turned off and the alarm system turned on. Lessee can put the key in the mailbox or return the key to the office the next morning.
- Lessee assumes all liabilities for any and all damages as a consequence of burglary in case the alarm system has not been turned on.
- Lessee shall not permit the room to be occupied for longer than the time stipulated above and shall not permit third parties to make use of the room under the conditions granted to Lessee.
- The affixing of poster or any other materials on the walls is not permitted.
- The conference room is a non-smoking area.

Lessor agrees to:

- Have the room setup ready as specified and maintain the rooms and furniture clean and all appliances in good condition.