



Terms and Conditions

This Meeting Room Rental Agreement is between Business Connections of Nevada d/b/a The Beacon Center with its primary office address at 4505 W. Hacienda Avenue – Suite G2 (“TBC”) and the person (individual or legal person or legal entity) who submits TBC’s Rental Agreement Form incorporating this Agreement by reference (“Subtenant”). This Agreement governs Subtenant’s use of TBC’s Meeting Space service.

1. SET-UP

Subtenant is responsible for all set-up and tear down of tables and chairs. Please remember to include the time it will take to set-up and tear down in your rental time.

2. PARKING

Subtenant and guests of the Subtenant may use the parking lots in front of and to the sides of the building. TBC and the property owners assume no liability to vehicles, including, but not limited to, contents, or passengers due to damage, towing, negligence, vandalism, or theft.

3. CANCELLATION AND RESCHEDULING

After the Rental Agreement is signed/submitted, should a cancellation occur for any reason, the reserved date will be released, and the non-refundable fee will be charged. However, any reservation outside of a date in excess of 90 days may be rescheduled on a date no later than 30 days after the original date reserved, based on availability. All long-term/ongoing contracts will be subject to a 90-day notice of cancellation.

4. SMOKING AND TOBACCO USE IS PROHIBITED

The use of tobacco is strictly prohibited in the building, but may be used outside, so long as the discarded portions are placed in the proper receptacle.

5. REASONABLE CARE IN USE OF PREMISES

Subtenant shall use reasonable care in their use of the leased premises and shall observe reasonable precautions to avoid damage to the leased premises. Subtenant shall not use the leased premises in any manner that poses an unnecessary hazard to the building or its occupants. If any damage to the building, property or equipment is caused by Subtenant or Subtenant’s guests or employees, then Subtenant shall be liable for the cost of such repairs or replacement. Any damage or equipment issues must be reported immediately to TBC staff. The rental is for the meeting room only. Meeting rooms may only be used for approved purposes. Nothing may be attached to the walls, ceiling, or any fixtures. Painter’s tape may be used for posters, signs, etc during your meeting and must be taken down before leaving. No candles, glitter or confetti are allowed. Subtenant and guests must use the trash receptacles. No used materials may be left in meeting rooms. All trash receptacles must be emptied prior to vacating the building.

6. FOOD AND DRINKS

Already prepared food and drinks are permitted inside the premises, provided reasonable care is taken in keeping the premises clean. Events with food and drink are subject to a security deposit of \$150. Reasonable care includes: taking



out all trash prior to vacating the premises, taking trash to the dumpster, replacing the trash bags, sweeping up any food remnants, cleaning tables and mopping any spills. Food shall not be placed in the sinks or toilets, and liquids shall not be placed in the trash cans. In the event that this reasonable care has not been taken, there will be a cleaning charge of a minimum of \$75. Table coverings are REQUIRED if you are serving food. Cooking in the venue is not permitted.

7. THEFT AND VANDAISM

Subtenant is responsible for any loss of, or damage to, any furnishings or equipment as a result of theft or vandalism caused by Subtenant, their guests, employees or agents.

8. CONFLICT OF INTEREST

TBC reserves the right to refuse rental services to any business, organization, or persons.

9. HOLD HARMLESS AND INDEMNIFICATION

Subtenant agrees to indemnify, defend, and hold harmless the officers, agents, and employees of Business Connections of Nevada, LLC /dba The Beacon Center and property owners, from and against any and all liabilities, damages, costs, expenses (including all attorney's fees and expenses), causes of actions, suits, claims, demands, or judgments of any nature including subrogation claims arising out of or in connection with Subtenant's use and occupancy of leased premises. This clause does not include claims arising out of the intentional, willful, or wanton misconduct of TBC, its officers, agents, or employees.

10. MEDIATION/ARBITRATION

The parties agree that any and all claims and disputes arising under or relating to this Agreement shall first attempt to be resolved through the process of mediation by Mediation Around the Table at a location mutually agreeable to the parties. If the mediation process does not result in a resolution of all claims and disputes, the parties further agree to settlement by binding arbitration in accordance with the laws of the State of Nevada. The fees and costs of mediation shall be split equally by all parties. The fees and costs of arbitration shall be borne fully by the non-prevailing party. An award of arbitration may be confirmed in a court of competent jurisdiction.

11. NUMBER OF OCCUPANTS

Subtenant agrees that the occupancy of the rented meeting room shall not exceed reasonable occupancy levels. The number of supplied chairs determines reasonable occupancy levels.

12. ANIMALS

Subtenant and guests shall not keep domestic or other animals, with the exception of service animals, in or about the leased premises or parking lot.

13. INSURANCE

Subtenant agrees to add Business Connections of Nevada LLC/ DBA The Beacon Center for the dates of the rental agreement and in the event of an insurable event, any insurance held by the Subtenant shall be the primary insurance.



14. LOST AND FOUND

All items not removed from the premises at the end of the rental period will be catalogued and held offsite for a period of thirty (30) days. Thereafter, the items become the sole property of TBC and will be donated to a local charity.

15. OVERTIME

If the Subtenant's event goes beyond the rental end time outlined above, a \$50 fee will be charged for every hour that the premises remains in use. Subtenant is also responsible for any loss of revenue directly related to the overtime.

16. LOITERING

Subtenant understands that no loitering in the parking lots or premises is allowed at any time. This applies to the Subtenant, its guests, employees or agents. This is out of respect for our neighboring businesses.

17. NOISE AND ODOR

Subtenant understands that our venue is located in an office complex and that only reasonable levels of noise is allowed. Subtenant shall not make or permit any noise or odors that may interfere with other persons having business within the complex. When playing music or singing, the Subtenant agrees to shut the entrance door to minimize any disturbance.

18. PHOTO RELEASE

Occasionally, TBC photographs rental events. By signing this agreement, the Subtenant releases the use of event photos and videos of attendees 18 and over for marketing and media purposes. VIDEO SURVEILLANCE: Our premises is under 24 hour recorded surveillance for the safety of our guests and to assure compliance with rental agreements. This surveillance may be used to prove compliance or non-compliance with rental agreements. By signing this agreement, the Subtenant releases the use of such footage for these purposes. TBC agrees to only use this footage for security purposes and purposes that may arise to prove compliance or non-compliance to rental agreement, including property damage and/or theft. Subtenants, may also have access to the footage for a period of seven (7) days.

19. TAMPERING WITH TBC PROPERTY AND DEVICES

Our premises uses several electronic devices that are necessary for the normal operation and monitoring of our facilities. This includes, but is not limited to: surveillance cameras, electronic door locks, wireless internet, etc. These devices are not to be tampered with, modified, covered up, etc. By violating this policy, the Subtenant will be held liable for damages, loss and/or repair. Violation of this will also be considered a revocation of this contract agreement, and may lead to loss of privileges at all TBC locations as well as immediate termination of rental agreement without refund.

20. PASS CODES

During each rental period the Subtenant will be given a pass code to enter the premises. This pass code allows access during the rental period only and is tied to the alarm system. Unless otherwise agreed upon with TBC, this pass code may not be shared. By signing this agreement, Subtenant agrees to not share this pass code or allow guests to occupy the premises unless Subtenant is present. The Subtenant also understands that the use of this code during uncontracted periods will result in the immediate cancellation of the agreement.



21. UPGRADE OPTIONS

Upgrade options may be found in the sealed lockers in the reception area of the premises. By signing this agreement, Subtenant agrees that a charge for upgrade options will be assessed for any locker seal that is broken during the rental period.

Please Note: These Terms and Conditions are subject to change without notice. Online updates will supersede previously signed contracts or form submissions.