



CONFERENCE ROOM RENTAL AGREEMENT

CONTACT INFORMATION

Name: _____ Date: _____

Group Name: _____ Phone: _____

Mailing Address: _____

Email: _____

Date(s) Requested: _____

Start Time: _____ End Time: _____

Number of attendees: _____

BILLING INFORMATION

Billing Address: _____

Credit Card Number: _____

Expiration Date: _____ Security Code: _____ Zip Code: _____

Name/Company on Card: _____

By signing and returning this form, the patron hereby agrees to the rental policies set forth.

Signature: _____ Date: _____

**This form must be returned in order to confirm your meeting room date and time. Please
return completed form in: Info@appletonflight.com**



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Appleton Flight Center (AFC) at Appleton International Airport provides a ramp-view meeting place for small events, business meetings and luncheons available to the general public.

FACILITY

The Lenss Conference Room is located on the second floor of the Flight Center. The room offers a panoramic view of Runway 3 and the ramp for general aviation aircraft. With three walls of windows, the room is set up with a 14-person conference table, a large flat-screen TV and staple accessories.

TERMS

- Room rental is on a first come, first serve basis, once a rental agreement is on file.
- Room availability is from 7:30AM-8:00PM, Monday – Friday, except holiday.
- All individuals and/or businesses must complete a rental agreement form.
- Payment is due on the day of conference room use.
- AFC staff is available to set up, take down, and clean up the room.

REGULATIONS

- Renters are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to staff immediately.
- Individuals holding events assume responsibility for any damage to the room, contents, or equipment. User will be charged for any necessary repairs or replacement.
- Renters understand that nothing shall be attached to the walls/windows, ceiling or any of the fixtures.
- It is understood that Appleton Flight Center and Appleton International Airport is no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity to hold AFC/ATW harmless of any such damages.

ADDITIONAL FEES

- After hours' rentals shall be an additional charge of \$100.00 an hour.
- A 25% service charge will be added onto final catering bill if arrangements are made through AFC card.
- Any additional supplies that are not included require a 24-hour notice. Charges will be the cost of the item and an additional 25% service charge of total bill.



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Please check the equipment and supplies needed, if any.

Equipment	Supplies
Easel	1 Flip Chart
Dray Erase Board	Flip Chart Markers
Flat Screen TV	Dry Erase Markers
Wireless Presenting to TV via Wi-Fi	Post-its
Power Strip	Writing Utensils
	Legal Pads

*Wi-Fi name: Free Airport WiFi (there is no password)

Day Rate	\$175
Half-Day Rate	\$88
Includes	<ul style="list-style-type: none"> • Available Equipment & Supplies • Coffee • Bottled Water • Set-up, take down, and clean up
Additional Fees	<ul style="list-style-type: none"> • Additional Supplies • After hours available
Catering	<ul style="list-style-type: none"> • Additional charge if using AFC card
Cancellation	<ul style="list-style-type: none"> • Half of rental cost • Total cost of catering and service charge if cancelled less than 24 hours prior to rental start time • Total cost of additional supplies, including the service charge

CATERING ITEMS (BE SPECIFIC):