



**NON-TENANT  
MEETING ROOM RENTAL AGREEMENT**

**GULF COAST NONPROFIT CENTER INC., dba KNIGHT NONPROFIT CENTER, ("KNPC")** 11975 Seaway Road, Gulfport, MS 39503 and \_\_\_\_\_ (the "OCCUPANT"), agree to the following terms:

**OCCUPANT CONTACT INFORMATION:**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

**RENTAL OF** (check the room(s))

\_\_\_\_\_ **1<sup>st</sup> Floor – Regions Banquet Room** **Rate: \$100 per hour/\$400 entire day**  
Large meeting room with audio visual, podium, 60" round tables available for use. Room can hold up to 150 people seated. Room adjoined by catering kitchen and has cabinets across side wall to set up food and drinks.

\_\_\_\_\_ **1<sup>st</sup> Floor – Hancock Whitney Banquet Room** **Rate: \$75 per hour/\$300 entire day**  
Mid-Sized meeting room with 60" round tables available for use and audio visual. Seating for up meeting ranging from 20 – 50 people. Room in close proximity to caterer's kitchen and has cabinet space in the back to set up food and drinks.

\_\_\_\_\_ **1<sup>st</sup> Floor - Topazi Board Room** **Rate: \$75 per hour/\$300 entire day**  
Large conference table which can seat up to 22, additional chairs can be lined around wall behind table, AV available and area in room with cabinets to set up food and drinks.

\_\_\_\_\_ **1<sup>st</sup> Floor – Community Bank Conference Room** **Rate: \$60.00 per hour/\$200 entire day**  
Conference tables that can be arranged in U shape, L shape, or set classroom style. Seating available for up to 18

\_\_\_\_\_ **1<sup>st</sup> Floor – Glass Lobby Conference Room** **Rate: \$20.00 per hour/\$50 entire day**  
Conference table that can with seating up to 8.

**PURPOSE or NAME OF MEETING:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ (Time must include ½ hr set up & ½ hr clean up)

**End Time:** \_\_\_\_\_

**Room Rental Fees:** \_\_\_\_\_

The meeting room fees must be paid in advance to reserve the room. Failure to make payment may cause reservations to be cancelled. When scheduling dates and times, OCCUPANT must allow time for set up prior to start of meeting, and clean up afterwards which must be reserved and paid for.

**PLEASE NOTE: In case of cancellation, the following charges apply:**

36 or more prior to event:	\$50 deposit fee
24 – 36 hours prior to the event:	½ fee will be due
24 hours or less prior to event:	full fee due

*These charges will be deducted from payment given. The time, date, and room are **not** confirmed until payment and a signed Rental Agreement are received.*

**ADDITIONAL TERMS**

1. **A cleaning/cancelation deposit of \$50 will be paid by a separate check.** If occupant leaves the room in an acceptable state in the reasonable judgment of KNPC, the deposit will be returned. Cleaning includes disposing of all boxes, cleaning any food or trash from tables, chairs and floors, wiping dry erase board, tucking chairs under tables, etc. in addition to returning the room to the proper set up. Additional charges will be incurred if heavy cleaning is required. The OCCUPANT agrees they are responsible for any damage done to any part of the room and common areas in the KNPC including but not limited to the carpet, walls, blinds, windows, furniture and all equipment.
2. At no time shall any room be used for personal parties, religious or political events, illegal activities or for any use other than the stated and intended purpose.
3. KNPC is not responsible for any items left in the room rented by OCCUPANT. Any items left in the room longer than two (2) days after the end of rental time shall be disposed of or become the property of KNPC.
4. **Smoking is not allowed inside the KNPC.** The **only** designated smoking area is outside, at the west end of the building. **Smoking is not permitted at the front door.**
5. OCCUPANT is fully responsible for any KNPC equipment or furnishings used. Damaged, lost or stolen equipment or furnishings will be repaired or replaced at the OCCUPANT'S expense. KNPC will determine a replacement cost and payment will be directly to KNPC.
6. All fees and expenses (including legal fees) incurred by KNPC in the pursuit of any fees or monies due under the Rental Agreement shall be the responsibility of Occupant.

7. Any advertising or promotional material for your event should include your company phone number for registration or additional information. **The Knight Non Profit Center's phone number should not appear on any printed material for your event.** Copies of all advertising or promotional information should be submitted to The Knight Non Profit Center prior to your event.
  
8. OCCUPANT agrees to indemnify, defend save and hold harmless KNPC, its owners, board members and employees from and against any and all liability, loss, damage, cost, and expenses including attorney fees, judgments, claims, liens, and demands of any kind whatsoever arising out of or directly or indirectly connected with the rental of meetings space at the JOHN S. AND JAMES L. KNIGHT NONPROFIT CENTER or arising out of or directly or indirectly connected with any act, omission or negligence of OCCUPANT, its employees and guests while in, upon, about or in any way connected with the premises of the JOHN S. AND JAMES L. KNIGHT NONPROFIT CENTER.
  
9. The individual executing this Rental Agreement on behalf of Occupant represents and warrants that they have all necessary power and authority to do so. A copy of the Mississippi business license or IRS letter containing the business tax identification number should be returned with this agreement.
  
10. I have read the above agreement and intend to adhere to all rules and regulations. I understand that the room will not be reserved and that I will not be allowed access until payment has been received. I understand the consequences and costs should I not follow all of the room rental policies.

***The GULF COAST NONPROFIT CENTER, INC., dba the KNIGHT NONPROFIT CENTER reserves the right to refuse conference room rental requests if the intended use is determined to be inappropriate for the facility's purpose.***

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**By:**  
**Gulf Coast Nonprofit Center, Inc. dba**  
**Knight Nonprofit Center**

\_\_\_\_\_  
**Occupant Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**