



Milwaukee/NARI Home Improvement Council Meeting Room Rental Agreement

There are opportunities for you to host your next business, sales or other meeting at the Milwaukee/NARI headquarters office. The meeting rooms offer seating for groups of 10-20 (Board Room) and 20-45 (Education Room) and can be closed for privacy.

Rules & Regulations for Room Rental

1. Room reservations must be made through the member representative and the Milwaukee/NARI office.
2. Meeting room rental will be available only between 8:00 am – 4:30 pm, Monday thru Friday when the office is open.
3. Reservations will only be accepted when they do not conflict with any other meetings being held at the Milwaukee/NARI office.
4. Milwaukee/NARI will allow catering to take place in the meeting rooms, however, alcohol is prohibited.
5. The rooms must be returned to the same condition and setting that it was prior to the event taking place. Any cleaning that would be required would be the responsibility of the member at cost.
6. Excessive noise or disturbance from the event will not be accepted as other business will be taking place in the office building.
7. Reservations must be made in writing no less than 10 business days prior to the event.
8. Fees for reservations: Board Room = \$50, Education Room = \$100. Fees must be received in full prior to the start of the event.
9. Parking is available in the Milwaukee/NARI parking lot and on-street parking. Milwaukee/NARI cannot reserve parking spots for events.

Please return this form with payment to the Milwaukee/NARI office.

Company Name: _____

Company Rep (please print): _____ Signature: _____

Title of Event: _____

Date of the Event: _____ Start: _____ Finish: _____

Catering: Yes No