

MEETING SPACE LEASE CONTRACT

This Agreement is between the Missouri Hospice and Palliative Care Association, herein referred to as "MHPCA" and _____, herein referred to as "Lessee:"

MHPCA agrees to lease meeting space (37.5 ft x 24 ft in dimension) located at 627 W. McCarty Street, Suite 202, Jefferson City, Missouri to Lessee on _____ (date) for a period of _____ hours, beginning at _____ am/pm and ending at _____ am/pm.

Lessee agrees to pay the following for such space:

\$125.00 for four (4) hours

\$250.00 for eight (8) hours

_____ Additional Hours @ \$50 per hour.

Other Specified Agreement: _

Unless otherwise agreed to above, Lessee agrees to pay for any additional hours over the above contracted hours at an additional cost of \$50 per hour. (Portions of hours will be billed in one-half (1/2 – 30 minute) increments and will be rounded up.

Lessee agrees to notify MHPCA in writing either by emailing victoria@mohospice.org or by regular mail sent to MHPCA, 627 W. McCarty Street, Suite 202, Jefferson City, Missouri 65101 within seven (7) days prior to the reservation/leasing date of any cancellations or changes (if sent regular mail, written notice must be received in MHPCA office at least seven (7) days prior to the reservation/leasing date. There will be no charge for cancellations made (seven) 7 days prior to date of reservation/leasing date. If cancelled less than seven (7) days prior to reservation/leasing date Lessee agrees to pay MHPCA a \$100.00 cancellation fee.

MHPCA agrees to include the use of the following equipment selected by Lessee at no additional cost to Lessee:

- Overhead Projector
- Podium
- Screen
- T.V.

Lessee agrees not to hold MHPCA responsible for any unforeseen malfunction of any provided equipment and/or any injuries obtain during the use of such equipment. Lessee agrees to operate such equipment in a prudent manner.

CATERING:

MHPCA does provide catering services or allows Lessee to provide for its own catering of meals and breaks. Lessee agrees that if MHPCA is contracted to provide for catering of any meals and/or breaks, such costs will be billed to Lessee and Lessee agrees to provide payment within thirty (30) days of receipt of said invoice.

LESSEE **WILL ARRANGE FOR ITS OWN CATERING AND SERVICING OF MEALS AND BREAKS**

LESSEE WILL CONTRACT WITH MHPCA FOR **BOTH MEALS AND BREAKS**

LESSEE WILL CONTRACT WITH MHPCA FOR **BREAKS ONLY**

LESSEE WILL CONTRACT WITH MHPCPA FOR **MEALS ONLY**

Meal Cancellation: If Lessee has opted to choose MHPCA for the catering of any meals, MHPCA will plan with a catering company to provide such meal. Should Lessee cancel their lease and/or catered meal, Lessee will be subject to any cancellation terms established by the catering company.

If Lessee has opted to provide for its own breaks and/or meals, Lessee is solely responsible for all arrangements, notifications and servicing of such catering.

CLOSING:

This Contract plus any attachments constitutes the entire agreement between the parties and supersedes any previous communications, written or oral. No changes shall be made to this contract unless they are in writing and signed by both parties. If any provision of this Contract is unenforceable under applicable law, the remaining provisions shall continue to be valid and enforceable. The persons signing this Contract on behalf of MHPCA and Lessee, respectively, each warrant that they are authorized to make the arrangements set out on behalf of MHPCA and Lessee, respectively, and have the authority to bind MHPCA and organization to this Contract.

If the above arrangements meet with your approval, please sign and return this Contract, indicating that all arrangements as outlined are definite and confirmed.

APPROVED AND ACCEPTED

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Jane Moore, CEO
Missouri Hospice & Palliative Care
Association

Date _____

Date _____