



ERIE COUNTY MEDICAL SOCIETY
 1317 Harlem Road, Buffalo, New York 14206
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Better Health Through Advocacy
 If not you...Who?™

Kenneth Eckhert III, M.D.
 President

Christine C. Ignaszak Nadolny
 Executive Director

Conference Center Rental Agreement and Policies

The Conference Center is approximately 1500 sq/ft and can easily accommodate educational programming, training sessions, executive board meetings, etc. The center is equipped to provide maximum seating for up to 40 people, either classroom or auditorium style.

Availability

- The Conference Center is available for rental 24 hours/day, 7 days/week
- The minimum rental requirement is two (2) hours
- Hours of use include the time needed for setup and cleanup
 - Fifteen (15) minutes are provided free of charge before and after the event totaling thirty (30) minutes

Conference Room Pricing

Renter	Rate
Member	\$40/Hour
Non-Member	\$80/Hour

Available Equipment or Services Upon Request

<u>Item</u>	<u>Fee (flat rate)</u>
Dual projection screens, LCD projector (VGA or HDMI cable input required)	\$50
Laptop	\$20
Audio Conferencing/IP enabled A/V conferencing	\$15
Internet Access	\$10

**Catering Resources are available upon request*

Rental Request

Group/Entity Name: _____ Contact Name: _____

Email: _____ Phone: _____ Fax: _____

Street Address: _____

City, State, Zip: _____

Date(s) Requested: _____ Time of Event(s): _____

Rental Fee(s)

Description	Amount
Room Rental Fee	
Equipment Rental Fee	
Total Amount Due:	

Rental Policy:

- All rental fee(s) must be submitted with a signed Conference Center Rental Agreement
- Any changes requested will be based on availability
- Payment is due in full upon the receipt of an invoice and prior to your rental date
 - Billing will occur 14 days prior to event with payment due 7 days prior

Equipment Policy:

- Applicants are responsible for providing additional equipment not mentioned above
- Applicants may provide a personal laptop. Please note VGA or HDMI connection is required. *Connection cables, available upon request.*

Cancellation Policy:

- Notice of cancellation must be submitted in writing at least 10 business days prior to the scheduled event
- If a cancellation occurs 5 or fewer days, the applicant will be responsible for the full rental fee
- Refunds are **NOT** issued for unused time

Agreement:

I have read, understand and agree to comply with the conditions listed above:

Applicant Name (*Printed*): _____

Signature: _____ Date: _____

Approved, MSCE: _____ Date: _____

Questions:

Contact Emily McMullen at mcmullene@wnydocs.org or 716-852-1810 x 102