



**Asheville
Home Builders
Association**

Room Rental Policy

- Room rental is extended only to members of the Asheville Home Builders Association. Special consideration will be made for area nonprofits.
- Room may be rented between the hours of 8:00 a.m. and 5:00 p.m. After hours rental may be available for an additional charge.
- Room rental to AHBA Members for client/employee meetings lasting no more than 3 hours will be granted at no charge. Special requests will be considered by the AHBA.
- Room rental is for space only...food, beverage and supplies must be provided by the renter.
- Room is to be set up by renter and cleaned and re-set before leaving the premises. Failure to leave room in satisfactory condition will result in loss of future rental privileges.
- Food is to be set up and served from the catering kitchen which is located in the room.
- A/V equipment (projector, screen) is included in rental amount. This does not include laptop computers or other equipment not installed in the AHBA Conference Room.
- Room rental does not include additional meeting needs such as flip charts, markers, etc. These materials must be provided by the renter.
- All rentals must be approved by the AHBA. The AHBA reserves the right to refuse any rental.

Rental rates: Boardroom/Conference Room Rental.....\$25.00/Hr. OR \$225.00 Day Rate (5+ hours)

Room Rental Discounts: Current AHBA Board Members and current Foundation Club Members are eligible for room rental discounts, contact the AHBA directly for details.

(Additional questions may be addressed to Caroline Sutton, 828-299-7001 or caroline@ashevillehba.com)

Date(s) Requested: _____ **Times Requested:** _____

Rental Use: _____

Estimated Number of Attendees: _____

ACKNOWLEDGEMENT - Please acknowledge receipt and understanding of the above policy by signing and returning to Caroline Sutton, Fax: 828-299-7008

Company Name

Event Date

Authorized Signature

Date Signed