



DALLAS COUNTY DENTAL SOCIETY FACILITY RENTAL AGREEMENT AND CONTRACT (Updated July 18, 2018)

MEMBER RATES

To receive member rate, the individual booking the room must be a DCDS member and be present at the event.
Key must be signed out by the DCDS member booking the room.

Entire Facility: Monday – Friday

Full Day: \$400.00
Half Day/Evening: \$250.00
(4 hours or less)

Saturday

Full Day: \$600.00
Half Day/Evening: \$300.00
(4 hours or less)

- Dr. D. Lamar Byrd Auditorium
- Dr. Paul P. Taylor Executive Board Room
- Dr. O. V. Cartwright Reception Hall

NON MEMBER/CORPORATE RATES

Entire Facility: Monday – Friday

Full Day: \$1,000.00
Half Day/Evening: \$500.00
(4 hours or less)

Saturday

Full Day: \$1,200.00
Half Day/Evening: \$600.00
(4 hours or less)

- Dr. D. Lamar Byrd Auditorium
- Dr. Paul P. Taylor Executive Board Room
- Dr. O. V. Cartwright Reception Hall

Dr. Paul P. Taylor Executive Board Room: Full Day: \$200.00 Half Day/Evening: \$100.00
(4 hours or less)

The room rental rates for the Dr. D. Lamar Byrd Auditorium includes standard in-house audio/visual equipment and classroom/theater seating. There will be an **additional \$100** charge if room seating needs to be changed.

FACILITY RENTAL POLICIES

The following policies are set forth for rental of meeting space at the Dallas County Dental Society (DCDS) and Group agrees to abide by these policies.

DCDS does not rent its facilities on an ongoing or recurring basis.

The facilities are not available on Sundays or legal holidays unless special arrangements are made.

Rental Procedure:

- All room rental fees must be submitted with signed Meeting Room Request Form and Meeting Room Rental Agreement and Contract to reserve the meeting space.
- No access to the meeting space for set up the previous day without a rental fee.

Cancellations:

- No penalty if written notice is provided three weeks prior to meeting date. Cancellations of less than three weeks will be assessed a 25% administrative fee. No refunds if cancellation is less than one week from scheduled function.

Initial here

