



Suite 5 and Conference Room Rental Information

To Book:

Notify management of date and time you want to schedule your event. If the desired time slot is available, The Argo House reserve your rental time and will send you an invoice. The Argo House accepts payment online, over the phone or in-person with check or cash.

Suite 5 Event Rates:

Half Day \$400 (6 hour block)

Full Day \$700 (12 hour block)

Amenities:

Kitchenette

Spacious Outdoor Patio

6' Black Folding Tables (qty of 6)

42 Folding Chairs

Projector

Suite 5 Capacity:

800 sq feet indoor plus 800 sq ft outdoor patio

Seats up to 42 people indoors and 50 people outdoors.



The Argo House Event Space Rental Regulations

The Argo House offers desirable conference room and Suite 5 (flexible use space) rentals when these spaces are not in use.

Are you looking to rent a meeting space for a reasonable price? Don't look any further. Clean, modern and nicely decorated, our flexible use space, Suite 5, is well-equipped for a variety of events such as seminars, workshops, receptions and more. We also offer conference room rentals, which are perfect to hold your business meetings.

Conditions for use

1. Payment is required in advance of securing a reservation.
2. A/V equipment is provided at no cost to the Renter. All catering needs must be coordinated and paid for by the Renter directly. A list of local caterers will be provided upon request.
3. Renters must be on hand to meet any vendors, caterers, set-up crew, etc. for which they have contracted prior to the meeting and agree that The Argo House and its staff are not responsible for payment, acceptance and/or signatures. Furniture delivery and storage must be coordinated with management at least 1 week prior to the delivery date. Any rental furniture needs to be removed from the premises within 1 business day after the event takes place.
4. A deposit equal to the meeting room rental charge *may* be collected for all non-member facility rentals. The deposit will be refunded if the facility, restrooms and kitchenette are left clean, the table and chair arrangement is put back in its original order and all furnishings and audio/visual equipment is undamaged. The deposit will be non-refundable for any cancellations within 48 hours of the meeting date.
5. If the event runs longer than the allotted rental period, Renter will be charged an additional \$75 per hour.
6. This program/event is not sponsored or endorsed in any way affiliated with The Argo House.
7. The Argo House *may* require the Renter to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it.
8. The requesting entity is responsible for cleaning the room after use. All decorations, food, and other items brought in must be removed at the end of the meeting and trash must be placed in receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
9. Federal and State Statutes, Laws and all local ordinances must be observed.
10. Any applicable sales and use taxes will be applied and are to be paid by the Renter.
11. The party leasing the room shall assume all responsibility for all actions of their guests and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
12. 529 25th St. Ogden, UT 84401 is a smoke-free facility.
13. Attendees agree to not use other office work areas, staff computers, staff phones, or other areas of the building. Use is limited to the room rented, common and public areas such as the restrooms.



14. Users shall keep the equipment clean and free from damage from food or drink.
15. Violation of any of the room use regulations may result in the loss of the room use in the future.
16. Renter agrees that no alcoholic beverages shall be consumed on the premises unless dispensed by a caterer or vendor with the appropriate licenses from the Utah Department of Alcoholic Beverage Control.
17. Renter acknowledges that the use of The Argo House is non-exclusive during the rental period and that from time to time there may be other meetings being conducted in other meeting rooms.
18. Renter acknowledges that The Argo House displays various artistic works on a rotating basis and, as such, displays are subject to change without notice. Renter also acknowledges that removal of displays for purposes of or relating to this rental agreement is not permitted.

Liability

Renter agrees to protect, indemnify, defend, save and hold harmless The Argo House and its Officers and Employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of the facility, including, but not limited to, the following: Damages. Renter is responsible for any loss or damage to the Rental Space, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. Renter agrees and acknowledges that Renter's liability for loss or damages is not limited to the amount of the deposits received by The Argo House. The Argo House will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond The Argo House's control.

Renter's Property. The Argo House is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the Rental period.

Liability for Guests. Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter's guests during the Rental Period, and at any other time such guest is on or around the Rental Space as a result of Renter's use of the Rental Space. The Argo House will not be liable for the safety of Renter's guests.

RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS NVBR FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER'S GUESTS DURING THE RENTAL PERIOD.

If all guidelines are not followed, the association has the right to cancel the rental contract and deny any future requests for room rental to the applicant.