



NH Alcohol & Drug Abuse Counselors Association
NH Training Institute on Addictive Disorders
 130 Pembroke Rd. Suite 150, Concord, NH 03301
 603-225-7060 (phone), 603-589-1191 (fax)
stephanie@nhadaca.org
www.nhadaca.org

Conference Center Space Rental Request Form

ORGANIZATION INFORMATION:

Organization:	
Meeting Coordinator:	
Address:	
Phone & Fax Number:	
Email:	

MEETING INFORMATION:

Date Requested:	
Meeting Title:	
Meeting Time:	
Expected Number of Attendees:	
Special Requests:	

AUDIO/VISUAL/WIRELESS Equipment Request:

NHADACA offers the use of the following equipment:
 (Please indicate choices)

- LCD Projector
- Laptop
- Audio Equipment- Wireless Microphone
- Wireless Internet Connectivity
- Bose Speakers
- Hearing Assistance Induction Loop System

ROOM SIZE Choices **Large room**

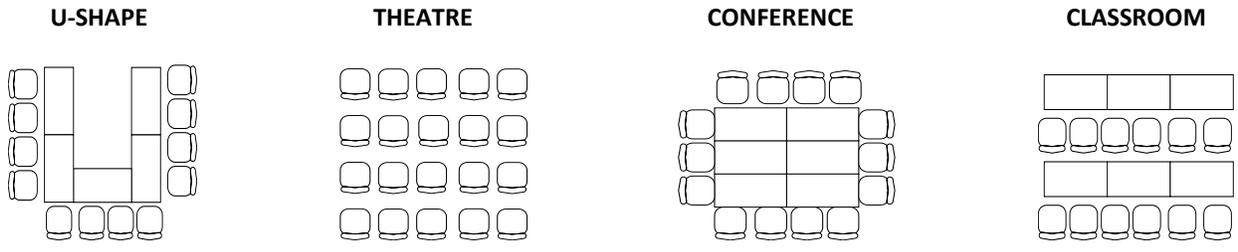
	Attendee Maximum
THEATRE SEATING (no tables)	70
CLASSROOM SEATING	50 *42 Comfortably
U-SHAPED SEATING	21
CONFERENCE SEATING	---



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ROOM CONFIGURATIONS / SEATING OPTIONS:

Room Set-up Option (see maximum attendees below under Room Size):
 (Please check one)



CONFERENCE ROOM FEES:

Large Conference Room (please check one)	
Full Day \$250	Half Day \$175
Available from 8:00am-4:00pm *If other arrangements are needed, please let us know.	8:00am-12:00pm or 12:00pm-4:00pm

OR

Large Conference Room with Hybrid Connectivity (please check one)	
Full Day \$500	Half Day \$350
Available from 8:00am-4:00pm *If other arrangements are needed, please let us know.	8:00am-12:00pm or 12:00pm-4:00pm

Total Conference Room Fee for requested Dates: _____

Additional Terms and Conditions:

1. The Sponsor shall provide proof of public liability insurance at the time that this application is submitted.
2. Sponsor shall pay NHADACA/NHTIAD the total room rental, at the time that this application is submitted. The Sponsor may cancel the event by written notice no less than 30 days prior to the event date. In such event, NHADACA/NHTIAD shall refund the rental fee. If written notice of cancellation or change of the event date is received less than thirty days prior to the event date



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or if no notice is received at all, NHADACA/NHTIAD shall be entitled to retain the rental fee in its entirety.

3. The Sponsor assumes sole responsibility for, and any liability arising out of, the conduct of all persons who attend the event.
4. The Sponsor shall be liable for any damages to equipment or facility. Sponsor shall also be liable for injury to any person caused by any attendee or employee, including reasonable attorney fees. NHADACA/NHTIAD shall not assume responsibility for damage to or loss of any merchandise, equipment or personal effects left on the property by the Sponsor or the Sponsor's guests.
5. If the event is prevented, cancelled or terminated by any cause beyond NHADACA/NHTIAD's reasonable control, including without limitation weather conditions, loss of utility services, governmental acts or any acts of god or force, it shall be excused of its obligations and all liability. NHADACA/NHTIAD makes the right to make the final decision regarding cancellation/termination.
6. Ordering of beverages and/or food shall be the responsibility of the Sponsor.
7. NHADACA/NHTIAD is unable to guarantee physical distancing recommendations and wearing masks are optional. Use of our conference rooms are at your own risk. NHADACA bears no responsibility for illness or injury.

I have read and agree to abide by NHADACA/NHTIAD's Terms & Conditions

Signature:

Date Submitted:

**Please Email completed form to: stephanie@nhadaca.org
or fax to: (603) 589-1191**

**Attn: Stephanie Bean
Office Manager**

Signing of this requisition form does not guarantee availability or approval of the Conferencing space for the date or time requested. NHADACA will contact the Meeting Coordinator listed above by email or phone with an approval or a denial within 7 business days.