

TRAINING CENTER RENTAL OPTIONS

91 Cedar Street, Milford, Ma 01757



**All rooms include AV set up: screen, projector and sound system.
Additional AV equipment available at additional charge.**

ADDITIONAL SERVICES:

LIVE STREAM: \$100.00/hour. Reach stakeholders near and far by "going live". MAIA provides an access link to distribute to your participants the day before the program. Equipment and technician included.

TAPING OF PROGRAM: \$50.00/hour

OPTIONAL REFRESHMENTS*:

AM Break – Coffee/Tea/Decaf/morning pastries/bagels - \$7.50/person

PM Break - Soda/cookies/brownies/treats - \$7.50/person

AM and PM break - \$13.50/person

More Options: Fruit/bottled water/soda...etc. Prices will vary.

Lunch Items: Available on request.

6.25% Sales Tax applied to food items

RENTAL POLICIES: A signed rental agreement and certificate of insurance naming Number One Insurance Agency as an additional insured are required. Self-insured entities require a letter stating their insurance status. A certificate of insurance is a simple request to your insurance agent.

DEPOSIT & PAYMENT: A deposit of \$100.00 is required at the time of booking. The remaining balance will be invoiced after the event and is due within 30 days. Checks should be made payable to the Number One Insurance Agency.

CANCELLATION POLICY: A \$100.00 cancellation fee will be assessed if we are not notified 7 days prior to the event date.

TO BOOK YOUR MEETING OR TOUR THE FACILITY PLEASE CONTACT:

Sheron Gagnon
Association Operations
508-634-7378
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