

# Shreveport Bar Center (625 Texas Street) Mediation Suites



625 Texas Street . Shreveport, LA 71101 . Phone: 222-3643 . Fax: 222-9272

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The Shreveport Bar Center invites you to take advantage of our meeting facilities. The Shreveport Bar Center Mediation Suites is designed to meet and exceed dispute resolution and presentation needs. It is a preferred venue for mediations, depositions, and meetings in the Shreveport-Bossier City area.

The goal of the Shreveport Bar Center is to provide users the opportunity to settle their disputes in an informal and confidential setting. Rather than having to litigate in court, the Center lets parties gather in a geographically central location in a cost and time-effective way. This convenience, coupled with helpful support staff and amenities, fosters collaborative and productive neutrality.

The layout of the facility also makes it the perfect locale for meetings and presentations. Our service-orientation and the comfortable atmosphere of the Center will assist in reducing the stress of all involved parties. We welcome you into our building and promise to optimize your experience.

## **SBC RENTAL CHARGES:**

### **1<sup>st</sup> Floor**

#### **Seminar / Reception Room (Full Day)**

(Member / Non-Member rates)

**\$400 / \$600**

(Does not include set-up & linen fees)

#### **Set-Up**

**Classroom 35 people**

**Reception 60 people**

**Room Set-Up Fee \$25**

**Linens (White) \$22 per table**

**Table Skirt \$22 per table**

(\$100 Cleaning Fee will be added if the room is not left in the condition it was found)

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### **2<sup>nd</sup> Floor**

#### **Mediation Center: (Full Day)**

(Member / Non-Member rates)

**Main Conference Room: 12-14 people \$150 / \$200**

**Conference Room 1(202A): 4 people \$150 / \$200**

**Conference Room 2 (202B): 4 people \$150 / \$200**

**Conference Room 3 (202D): 8 people \$150 / \$200**

#### **Beverage Service:**

An option @ \$2 per person and will be available throughout the day

#### **Copy Machine:**

A flat rate of \$15 for the first 100 pages and .15 per page thereafter

If you have other needs, please call the Shreveport Bar Center to customize your event needs and pricing.

**Contact Name:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Room Reservation Needed (Seminar/Reception, Conference/Mediation Center)**

Circle one

Date(s) of Room Rental:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**SBC RENTAL**

**Seminar / Reception Room**

**Full Day**

- Member rate \$400
- Non-Member rate \$600

**Set-Up Fees**

- Room Set-Up \$25
- Linens (White) \$22 per table
- Table Skirt (White) \$22 per table

**Mediation Center: (Full Day Only)**

Main Conference Room: 12-14 people

- Member rate \$150
- Non-Member rate \$200

Conference Room 1(202A): 4 people

- Member rate \$150
- Non-Member rate \$200

Conference Room 2 (202B): 4 people

- Member rate \$150
- Non-Member rate \$200

Conference Room 3 (202D): 8 people

- Member rate \$150
- Non-Member rate \$200

Beverage service @ \$2 per person, choose an option below:

- No Thank You
- Yes Please have beverages available for \_\_\_\_\_ people

Copy Machine, choose an option below:

- No Thank You
- Yes Please for a flat rate of \$15 for the first 100 pages and .15 per page thereafter

**AMOUNT DUE: \$ \_\_\_\_\_**

If you have other needs please call the Shreveport Bar Center to customize your event needs and pricing.

**ROOM RENTAL INFORMATION**

SBC's facilities and services are available 8 a.m. – 5 p.m. Monday-Friday. Additional fees apply after 5 p.m. and on weekends

- Conference Rooms are rented in eight-hour sessions
- Room rentals require a non-refundable security deposit for confirmation of the rental
- Deposit and Cancellation Policy - SBC requires a 50 percent deposit based on the total price of rental. Deposits must be received in order to confirm the rental date. The balance of payment is due on the date of the room rental.
- Cancellations made less than 48 hours before the event, the remaining balance of the rental fee will be paid.
- Parking is not included with your room rental, there are 2 visitor spots available on a first come basis. Please plan for parking.

**THIS CONTRACT IS SUBJECT TO THE CONDITIONS PRINTED ABOVE.  
PLEASE READ CAREFULLY**

SIGNED: \_\_\_\_\_  
SHREVEPORT BAR FOUNDATION

SIGNED: \_\_\_\_\_  
(Lessee or Authorized Employee)