

**BriMar Properties, LLC**  
**Brevard Conference Center**  
**Use Policy**

BriMar Properties, LLC Brevard Conference Center is available to community groups, organizations, and businesses. The Brevard Conference Center may not be used for any activities likely to disturb other businesses within the Hollingsworth Building during business hours or for unlawful purposes. Alcohol is not permitted in the facility without permission from BriMar Properties. BriMar Properties reserves the right to deny use of the facility for any purpose or activity.

**A rental fee, refundable security deposit, and a signed, 2-page application will be required at the time the reservation is made.** (Fees listed below.) Please mail to BriMar Properties, or submit in-person to Main Street Ltd at 147 East Main Street, Suite 201, Brevard, NC 28712. If the event is cancelled by the event planners less than 14 calendar days before the date of the event, the deposit will be returned, but the rental fee will not be refunded. If the cancellation is made more than 14 calendar days before the event date, both the rental fee and the deposit will be refunded.

**Brevard Conference Center Rental Fee Schedule**

Available Weekdays & Weekends

(Evening hours available upon request)

Hourly Rate - \$50

Daily Rate - \$200

Security Deposit - \$100

**Set-Up & Clean-Up**

Groups using the Brevard Conference Center are required to set up for their events and to leave furniture and equipment as instructed by BriMar. Groups must leave the Brevard Conference Center, the foyer, restrooms, furniture, and equipment clean and in good condition. Groups may not attach signs, banners or any other materials to any wall or other surface without permission. If BriMar determines that special clean-up and/or damage repair is required after a group's use, the group will be charged for janitorial services and other incurred costs. The cleaning and special service charges apply to all organizations, for-profit and non-profit alike. The security deposit will be applied to meet costs. Additional charges will be assessed if necessary. Any loss or damages must be promptly reported.

**Parking**

During weekdays please advise your attendees NOT to park in the Hollingsworth Building parking lots, but instead, in nearby public parking lots or on the Main Street block in front of the building. Weekends you may park in the lower lot of the Hollingsworth Building. Evenings you may use both parking lots.

Groups and individuals failing to comply with any part of this policy may be denied further use of the facility.

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I have read and understand the policies above. I will ensure compliance by the group on whose behalf I have reserved a meeting space.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Organization

**BriMar Properties, LLC**  
**147 East Main Street**  
**Suite 201**  
**Brevard, North Carolina 28712**  
**(828) 884-4974 Email: [ann@mainstreetltd.com](mailto:ann@mainstreetltd.com)**

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**Brevard Conference Center**  
**Use Request Form**

Name of Event/Organization \_\_\_\_\_

Requested Dates \_\_\_\_\_

Time (please allow time for set-up & clean-up) \_\_\_\_\_

Purpose/Description of Event \_\_\_\_\_

\_\_\_\_\_

Number of Expected Attendees \_\_\_\_\_

Name of Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Deposit \_\_\_\_\_ Rental Fee \_\_\_\_\_

I have read and agree to abide by the conditions of the BriMar Properties, LLC Brevard Conference Room Use Policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Print) \_\_\_\_\_