

AGREEMENT SUMMARY

Office (1-2 people)	\$75/day
Conference Room (1-6 people)	\$100/half day use
Executive Board Room (1-12 people)	\$150/half day use

CONFERENCE ROOMS

We have two (2) conference rooms that can accommodate 1-12 guests, available for your use. Equipment such as an LCD projector, TV, flip charts, etc. are also available.

OFFICES

We have offices available that can accommodate 1-2 guests, available for your use.

RESERVATIONS

Reservations for conference room or office use should be made at least 2 weeks in advance and maximum of 6 months and will be scheduled on a first come, first serve basis. **For availability and reservations, please contact the Receptionist.** All reservations will be liable for payment unless cancellation is made a minimum of 48 hours prior to your scheduled use. We ask that you clean up after yourself.

FEES

Fees for Office Usage and Services are invoiced and due within 10 days of receipt (or such other day as we designate) of each month following the date you receive your bill.

You agree that you are liable for all fees and any other amounts for which services are requested or rendered regardless of whether a payment made by any particular medium is declined or rejected in whole or in part.

If you do not pay fees when due, a late fee of \$35 per month will be charged each month payment is late on all overdue balances. We reserve the right to withhold services while there are any outstanding fees and interest or if you are currently in breach of your agreement.

You will pay a fee of \$50 or the maximum amount permitted by law for checks returned due to insufficient funds. Any other declined payment due to insufficient funds will be charged a fee of \$50. If requested by us, you agree to immediately pay by an alternate form of payment that we accept.

PAYMENTS

Payments may be made by check, cash, or ACH and are due within 10 days of receipt of invoice. We do not accept credit card payments at this time.

WI-FI

Wireless Wi-Fi is available to all tenants and/or guests. Login and password information can be obtained from the Receptionist.

BREAK ROOM / REFRIGERATOR / AMENITIES

We provide a fully furnished break room, which is available to all tenants. Coffee is available at no cost. Coffee cups in the cupboards are also available. We ask everyone to be considerate of other users and remove uneaten food from the refrigerator, label your food, and clean up any spills immediately. The refrigerator will be cleaned monthly. Any expired or unlabelled food will be discarded.

CENTER HOURS & HOLIDAY SCHEDULE

The Center is accessible to you during our staffed hours. Goldridge Team Members are here for your assistance from 8:00 AM – 5:00 PM, Monday – Friday. The Goldridge Team will be observing the following holidays, and our building will be closed:

New Year's Day
Labor Day
Christmas Eve

Memorial Day
Thanksgiving Day
Christmas Day

Independence Day
Day after Thanksgiving
New Year's Eve

The Holiday schedule is subject to change on an annual basis.

WATERFORD

EXECUTIVE OFFICES

MEMBERSHIP AGREEMENT APPLICATION

www.eauclaireoffices.com • 715-832-5575

Member Contact Information:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Billing Information:

Company Name: _____

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Completion or acceptance of Waterford Executive Offices Membership Agreement Application does not create a tenancy, but a usage agreement to schedule use of the provided amenities on an as-needed basis. This agreement may be cancelled at any time with written notice by either party. The Membership Terms of Use must be adhered to at all times. Failure to follow the Membership Terms of Use may result in termination of this agreement.

I agree to the Waterford Executive Offices Membership Terms of Use listed in this Membership Agreement, which are in place for all Members and Tenants. I understand that they may be updated from time to time.

Signature

Company

Print Name

Date