



GIAA CONFERENCE/TRAINING ROOM RENTAL PERMIT

Permit No.: _____
Revised: 05/09/24 (For GIAA Use Only)

This Permit is entered into this ____ day of _____, 2024, by and between the A.B. Won Pat International Airport Authority, Guam (hereinafter referred to as "GIAA", and _____, (hereinafter referred to as "COMPANY" (Tenant/Non Tenant).

Contact Person: _____ Contact No.: _____ Fax No.: _____

Mailing Address: _____ Email Address: _____

Day/Date/Time of Function: Day _____ Date _____ Time of Function: _____

Conference/Training Room No.(s): _____ Number of Participants: _____

Description of Function: _____

This permit is subject to the Terms and Conditions specified below and expressly made a part hereof. Company acknowledges that Company has read and understands said conditions. Company further acknowledges that should Company cancel the function after the date specified above, all sums paid to GIAA shall be retained by GIAA. Should notice of cancellation be given by Company to GIAA earlier than forty-eight (48) hours prior to the function date specified above, all sums shall be refunded to the Company by GIAA.

1. **TERMS AND CONDITIONS.** It is agreed as a condition of this permit that all charges for the function space herein shall be paid for upon the execution of this permit, and that Company will pay deposit due for services and accommodations above agreed upon, failing which, Company agrees that GIAA may otherwise dispose of function space and retain all sums therefore paid thereon or at GIAA.

2. **SEATING CAPACITY, RATES AND FEES.** The seating capacity (without tables), rates and fees are set forth as stipulated below:

2.1 **Seating Capacity:** Conference Room No. 1 = 85
Conference Room No. 2 = 75
Conference Room No. 1 & 2 = 160
Board Conference Room No. 3 = 42
ARFF Training Room = 100

2.2 **Rates and Fees:**

AIRLINE AND TENANT Rates and Fees:

<u>Conference Room 1</u>	<u>Conference Room 2</u>	<u>Conference Room 1 & 2</u>	<u>Board</u>	<u>ARFF Training Room</u>
Full Day rate: \$180	Full Day rate: \$160	Full Day rate: \$340	Full Day rate: \$150	Full Day rate: \$320
Half Day or Less rate: \$90	Half Day or Less rate: \$80	Half Day or Less rate: \$170	Half Day or Less rate: \$75	Half Day or Less rate: \$160

<u>After Hour Rates:</u>				
Full Day rate (8 hrs): \$250	Full Day rate (8 hrs): \$210	Full Day rate (8 hrs): \$390	Full Day rate: \$200	Full Day rate: \$370
Half Day or Less rate: \$115	Half Day or Less rate: \$105	Half Day or Less rate: \$195	Half Day or Less rate: \$100	Half Day or Less rate: \$185

NON AIRLINE AND NON TENANT Rates and Fees:

<u>Conference Room 1</u>	<u>Conference Room 2</u>	<u>Conference Room 1 & 2</u>	<u>Board</u>	<u>ARFF Training Room</u>
Full Day rate (8 hrs): \$230	Full Day rate (8 hrs): \$210	Full Day rate (8 hrs): \$390	Full Day rate: \$200	Full Day rate: \$370
Half Day or Less rate: \$115	Half Day or Less rate: \$105	Half Day or Less rate: \$195	Half Day or Less rate: \$100	Half Day or Less rate: \$185

<u>After Hour Rates:</u>				
Full Day rate (8 hrs): \$280	Full Day rate (8 hrs): \$260	Full Day rate (8 hrs): \$440	Full Day rate: \$250	Full Day rate: \$420
Half Day or Less rate: \$140	Half Day or Less rate: \$130	Half Day or Less rate: \$220	Half Day or Less rate: \$125	Half Day or Less rate: \$210

2.3 **Rates Definition.**

- Full day rental covers the period from 8:00am - 5:00pm Weekdays ONLY.
- Half Day Rates or Less is 4 hours maximum use.
- After Hour Rates are from 5pm until 8am Weekdays / Weekends

3. **PAYMENT POLICY.** Full payment is required no later than one (1) week prior to the scheduled date of the function.
4. **CANCELLATION.** A forty-eight (48) hour notice is required if the Company wishes to cancel the function. Failure to provide GIAA a forty-eight (48) cancellation notice will result in forfeiture of the full payment.
5. **LIABILITY.** GIAA reserves the right to inspect and control all functions. Liability of damages to the premises will be charged to the Company. GIAA does not assume responsibility for any and/or personal property and equipment brought into the Conference/Training Room or onto GIAA's premises.
6. **TERMINATION.** This permit will terminate without liability to either party if substantial performance of either party's obligation is prevented by an unforeseeable cause reasonably beyond the party's control. Such causes include, but is not limited to acts of God; acts, regulations, or orders of governmental authorities, fire, flood or explosion, war, disasters, civil disorder, curtailment of transaction facilities or other emergency making it illegal or otherwise impossible to provide the facilities to hold the function.
7. **INDEMNITY.** The Company shall hold harmless and indemnify GIAA, its officers and representatives from every liability resulting directly or indirectly from the function of the Company. The Company will defend, pay or settle every claim or suit against GIAA by agents or employee's of Company or persons claiming through them, or by third parties for personal/bodily injuries (including death) and property damages resulting from the Company's function. The Company is obligated to release or indemnify GIAA from any liability claim when such results solely from the willful misconduct of GIAA.
8. **FOOD AND BEVERAGE:** No food or beverages of any kind will be permitted in the Conference/Training Room unless approved by GIAA. **ALCOHOL is PROHIBITED. No Exceptions.**
9. **CLEAN UP.** There is a cleaning deposit fee of \$100.00. Failure to clean up after the function, your deposit will be forfeited.

GENERAL INFORMATION

- Company agrees to begin its function promptly at the scheduled time and agrees to have its employees, guests, invites and other patrons vacate the designated function space at the closing hour indicated.
- GIAA reserves the right to exclude or eject any and all objectionable persons from the functions, or GIAA premises without liability on the part of GIAA.
- Company assumes responsibility for any and all damages caused by it or any of its guest, invites or other persons attending the function, whether in function space, or in any part of GIAA.
- Company shall use such entrance or entrances as may be designated by GIAA for both entry and exit of all persons attending the function.
- It is understood that Company will conduct its function in an orderly manner, and in full compliance with the Rules and Regulations of GIAA and with all applicable laws, and ordinances.
- Company agrees not to put up displays within GIAA without written permission from GIAA. Company shall refrain from entering into any contract for music, entertainment or any other services relating to the function without the prior approval of the GIAA.
- In the event of breach of this permit by Company, GIAA reserves the right to do the same without notice, without any responsibility-what-so-ever of GIAA to Company resulting from said cancellation. The amount paid by Company for use of space shall be retained by GIAA as and for liquidated damages: but this shall not preclude GIAA from recovering its actual damages sustained by reason of any breach hereof.
- This permit is contingent upon the ability of the GIAA to perform the same, and is subject to strikes, labor disputes, accidents or other causes beyond its control and in any such event GIAA shall not be liable beyond the amount paid for the use of the function space.
- GIAA reserves the absolute right to substitute, with or without notice, for the function space referred to herein similar or comparable function space, which substitution shall be deemed by Company as full performance under this permit.

Permit No. _____

THE COMPANY ACKNOWLEDGES AND UNDERSTANDS THAT GIAA WILL NOT BE RESPONSIBLE FOR INSTRUMENTS, EQUIPMENT, MATERIALS, OR PERSONAL BELONGINGS LEFT ON GIAA PREMISES BEFORE, DURING AND AFTER THE FUNCTION.

FEES DUE:	Rental Amount:	\$ _____
	Cleaning Deposit:	\$ <u>100.00</u>
	Amount Due:	\$ _____

Company

Printed Name

Title

Signature

Date: _____

A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM

[☐] Approved [☐] Disapproved

Signature/John M. Quinata, Executive Manager

Date: _____