



## North Carolina Association of CPAs Education Center

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Thank you for your interest in NCACPA's Education Center. Our goal is to provide continuing professional education and meeting space for our members, as well as affordable pricing for non-members.

### Educational Center Highlights

- ✓ A high quality facility for staff training or business meetings.
- ✓ Located off I-40 (Exit 285) and Aviation Parkway in the Gateway Centre Office Complex.
- ✓ Accommodations for up to 72 participants in classroom-style seating.

We'll arrange your catering needs when utilizing our Education Center, however, you also have the option of making your own catering arrangements.

### Contact information:

Should you request additional information or have questions, please contact Lisa Harrison at: (919) 469-1040, (800) 722-2836, or via email at [lisaharrison@ncacpa.org](mailto:lisaharrison@ncacpa.org).

A tour of the facility may be arranged during NCACPA office hours: 9:00 am – 5:00 pm, Monday through Friday.

EDUCATION CENTER RENTAL RATES				
Location	Capacity	Dimensions	NCACPA Member Rates	Non-Member Rates
Room A	48	40' x 26'	\$250	\$300
Room B	24	20' x 26'	\$150	\$175
Rooms A & B	72	60' x 26'	\$400	\$475

- ❖ Rental hours are from 8:00 am to 5:00 pm, Monday through Friday.
- ❖ Room rental includes a table top podium, wireless lavalier microphone, white board with markers, and wireless internet access.

### **Cancellation Policy**

In the event you cancel your reservation, penalties will be assessed as follows:

- ❖ 0 – 5 days prior to arrival – 50% of rental plus applicable catering fees.

**Catering – A guaranteed number of participants is required 72 hours prior to meeting.**

✓ (Please check preferences below)

NCACPA Member Rate	Cost	Non-Member Rate	Cost
<input type="checkbox"/> All Day Beverages (coffee, hot tea, hot chocolate, soft drinks, and water)	Included in rental	<input type="checkbox"/> All Day Beverages (coffee, hot tea, hot chocolate, soft drinks, and water)	\$3.00 pp
<input type="checkbox"/> Continental breakfast	Included in rental	<input type="checkbox"/> Continental Breakfast	\$3.00 pp
<input type="checkbox"/> All Day Break Package (continental breakfast, beverages, <i>deli-lunch</i> , and afternoon break)	\$16.00 pp	<input type="checkbox"/> All Day Break Package (continental breakfast, beverages, <i>deli-lunch</i> , and afternoon break)	\$22.00 pp
<input type="checkbox"/> All Day Break Package (continental breakfast, beverages, <i>hot lunch</i> , and afternoon break)	\$22.00 pp	<input type="checkbox"/> All Day Break Package (continental breakfast, beverages, <i>hot lunch</i> , and afternoon break)	\$28.00 pp

**Audio/Visual**

✓ (Please check preferences below)

NCACPA Member Rate	Cost	Non-Member Rate	Cost
<input type="checkbox"/> LCD Projector & Screen	Included in rental	<input type="checkbox"/> LCD Projector & Screen	\$50.00
<input type="checkbox"/> TV/VCR	Included in rental	<input type="checkbox"/> TV/VCR	\$25.00
<input type="checkbox"/> Overhead Projector & Screen	Included in rental	<input type="checkbox"/> Overhead Projector & Screen	\$25.00
<input type="checkbox"/> Flipchart w/Markers	Included in rental	<input type="checkbox"/> Flipchart w/Markers	\$10.00

**Rental Policies**

- ❖ NCACPA reserves the right to refuse a rental contract to any individual, company, or group.
- ❖ A 48-hour notice is required if the room set should be anything other than classroom style.
- ❖ Costs incurred for damage to the facility will be billed to the renter.
- ❖ Smoking is not permitted in the facility.
- ❖ NCACPA does not sponsor, endorse, or agree with products or views made by speakers during their presentation.
- ❖ NCACPA reserves the right to proof and approve any promotional materials or literature where our name appears prior to publication.
- ❖ User agrees to hold NCACPA harmless and to indemnify it against any public or private liability, and/or property damage liability occurring by use of the facilities, including NCACPA's reasonable attorney fees.
- ❖ Breach of any portion of this contract will result in the cancellation of the rental agreement.