

Society of Louisiana CPA's Educational Facility

Thank you for your interest in LCPA's Education Facility. 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
- ✓ State of the art audio visual equipment
- ✓ Located off I-10 in the Rault Resources Group Building
- ✓ Two classrooms plus a conference room to choose from
- ✓ Catering services available
- ✓ On-site staff person provided
- ✓ Complimentary parking

Contact information:

Should you request additional information or have questions, please contact Diedra Allen at: (504) 904-1131 or (800) 288-5272 ext 131, or via email at dallen@lcpa.org.

A tour of the facility may be arranged during LCPA office hours: 9:00 am – 5:00 pm, Monday through Friday. The dining facility rental rate is included if you rent CPE 1 or CPE 2; (based on availability).

Note: **Serving over 48ppl additional seating will be provided in separate rooms to accommodate 70ppl

LCPA EDUCATIONAL FACILITY RATES				
Location	Capacity (classroom style)	Dimensions	LCPA Member Rates	Non-Member Rates
CPE 1	70	50' x 32'	\$300	\$400
CPE 2	40	25' x 32'	\$200	\$300
**Dining Facility	48	25' x 32'	\$150	\$250
Conference Room	22 (conference style)	NA	\$100	\$200

Rental Policies

- ❖ Rental hours are from 8:00 am to 5:00 pm, Monday through Friday.
- ❖ Room rental includes a table top podium and white board with markers.
- ❖ LCPA 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.
- ❖ LCPA does not sponsor, endorse, or agree with products or views made by speakers during their presentation.
- ❖ User agrees to hold LCPA harmless and to indemnify it against any public or private liability, and/or property damage liability occurring by use of the facilities, including LCPA's reasonable attorney fees.
- ❖ Breach of any portion of this contract will result in the cancellation of the rental agreement.

Cancellation Policy

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

- ❖ 0 – 5 days prior to arrival – 50% of rental rate

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

✓ (Please check preferences below)

Make your choice here	Cost
<input type="checkbox"/> All Day Beverages (coffee, hot tea, soft drinks, and water)	\$5.00 pp
<input type="checkbox"/> Continental breakfast (Danish, Muffins, Fresh fruit bowl, Assorted yogurts, orange, apple, cranberry juice). Plus above all day beverages	\$15.00 pp
<input type="checkbox"/> All Day Break Package (continental breakfast, beverages, <i>deli-lunch</i> , and afternoon break)	\$25.00 pp
<input type="checkbox"/> All Day Break Package (continental breakfast, beverages, <i>hot lunch</i> , and afternoon break)	\$35.00 pp

Audio/Visual

✓ (Please check preferences below)

LCPA Member Rate	Cost	Non-Member Rate	Cost
<input type="checkbox"/> LCD Projector, *Laptop & Screen (*must download presentations on a thumb drive)	Included in rental	<input type="checkbox"/> LCD Projector, *Laptop & Screen (*must download presentation(s) on a thumb drive)	\$275.00
<input type="checkbox"/> Overhead Projector & Screen	Included in rental	<input type="checkbox"/> Overhead Projector & Screen	\$50.00
<input type="checkbox"/> Wireless Lavalier	Included in rental	<input type="checkbox"/> Wireless Lavalier	\$35.00
<input type="checkbox"/> TV/VCR	Included in rental	<input type="checkbox"/> TV/VCR	\$30.00
<input type="checkbox"/> Internet Access (options available)	Included in rental	<input type="checkbox"/> Internet Access (options available)	TBD
<input type="checkbox"/> Flipchart w/Markers	Included in rental	<input type="checkbox"/> Flipchart w/Markers	\$10.00