



**New Hampshire Alcohol & Drug Abuse Counselors Association**  
**New Hampshire Training Institute on Addictive Disorders**  
 130 Pembroke Road, Ste. 150, Concord, NH 03301 | (603) 225-7060 | [nhadaca.org](http://nhadaca.org)

## Meeting Space Rental Request Form

### Organization Information

|                      |  |        |  |
|----------------------|--|--------|--|
| Organization Name:   |  |        |  |
| Meeting Coordinator: |  |        |  |
| Mailing Address:     |  |        |  |
| Phone Number:        |  | Email: |  |

### Meeting Information

|                             |  |                      |  |
|-----------------------------|--|----------------------|--|
| Date Requested:             |  |                      |  |
| Meeting Title:              |  |                      |  |
| Meeting Start & End Times*: |  | Est. # of Attendees: |  |
| Special Requests:           |  |                      |  |

*\*Room rentals are available Monday through Friday, 8:00am to 4:00pm. We may be able to accommodate different arrangements – please feel free to inquire.*

### Audio-Visual/ Wireless Equipment Request

NHADACA offers the use of the following equipment. Please indicate your choices:

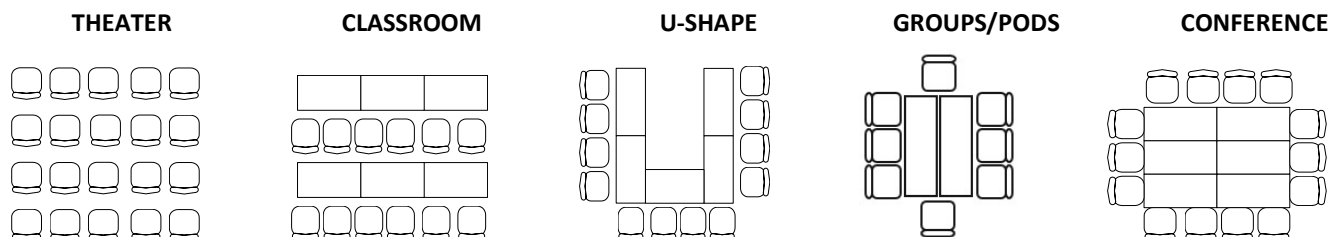
|                                |                                          |
|--------------------------------|------------------------------------------|
| LCD Projector                  | Wireless Microphone                      |
| Laptop                         | Bose Speakers                            |
| Wireless Internet Connectivity | Hearing Assistance Induction Loop System |

### Room Capacities

|                                  | 1 <sup>st</sup> Floor Training Rm.<br>Attendee Maximum | Conference Rm. | 2 <sup>nd</sup> Floor Training Rm. |
|----------------------------------|--------------------------------------------------------|----------------|------------------------------------|
| <b>Theater Style (no tables)</b> | 65                                                     | –              | <i>tbd</i>                         |
| <b>Classroom Style</b>           | 38                                                     | –              | <i>Approx. 60</i>                  |
| <b>U-Shaped Style</b>            | 20                                                     | –              | <i>tbd</i>                         |
| <b>Group/Pod Style</b>           | 32                                                     | –              | <i>tbd</i>                         |
| <b>Conference Style</b>          | 16–20                                                  | 14             | <i>tbd</i>                         |

### Room Configuration Options

See maximum attendees above under Room Capacities. Please indicate your choice:



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#### Room Rental Fees

| First Floor Training Room (please indicate your choices) |                   |          |           |          |
|----------------------------------------------------------|-------------------|----------|-----------|----------|
| Full Day: \$350                                          | Half Day: \$225 – | 8am–12pm | 10am–12pm | 12pm–4pm |
| or                                                       |                   |          |           |          |
| Conference Room (please indicate your choices)           |                   |          |           |          |
| Full Day: \$200                                          | Half Day: \$125 – | 8am–12pm | 10am–12pm | 12pm–4pm |
| or                                                       |                   |          |           |          |
| Second Floor Training Room (Coming in Fall of 2026!)     |                   |          |           |          |
| Full Day: \$425                                          | Half Day: \$300 – | 8am–12pm | 10am–12pm | 12pm–4pm |

**Total Room Rental Fee for Requested Dates: \$ \_\_\_\_\_**

#### Additional Terms and Conditions

1. Sponsor shall pay NHADACA/NHTIAD the total room rental fee within seven days of receiving confirmation of dates.
2. The Sponsor may cancel the event by written notice no less than 30 days prior to the event date to receive a full refund of the rental fee. If written notice of cancellation or change of the event date is received less than thirty days prior to the event date, or if no notice is received at all, NHADACA/NHTIAD shall be entitled to retain the rental fee in its entirety.
3. The Sponsor shall provide proof of public liability insurance at the time that this application is submitted. The Sponsor assumes sole responsibility for, and any liability arising out of, the conduct of all persons who attend the event.
4. The Sponsor shall be liable for any damages to equipment or facility. Sponsor shall also be liable for injury to any person caused by any attendee or employee, including reasonable attorney fees. NHADACA/NHTIAD shall not assume responsibility for damage to or loss of any merchandise, equipment or personal effects left on the property by the Sponsor or the Sponsor's guests.
5. If the event is prevented, cancelled, or terminated by any cause beyond NHADACA/NHTIAD's reasonable control, including without limitation weather conditions, loss of utility services, governmental acts, or any acts of nature or force, it shall be excused of its obligations and all liability. NHADACA/NHTIAD makes the right to make the final decision regarding cancellation/termination.
6. Ordering of beverages and/or food shall be the responsibility of the Sponsor.

***By signing below, I affirm that I have read and agree to abide by NHADACA/NHTIAD's Terms & Conditions.***

**Signature:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_

Please email completed form for approval to [info@nhadaca.org](mailto:info@nhadaca.org)

***Signing of this requisition form does not guarantee availability or approval of the meeting space for the date or time requested. NHADACA will contact the Meeting Coordinator listed above by email or phone with an approval or a denial within 7 business days.***

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