



Room Rental Agreement

SAOR MEMBERS

| <u>MEETING ROOM</u> | | <u>CONFERENCE ROOM</u> | |
|---------------------|-------------|------------------------|-------------|
| \$50 | 2 HOUR MAX* | \$25 | 2 HOUR MAX* |
| \$100 | ½ DAY | \$50 | ½ DAY |
| \$200 | FULL DAY | \$75 | FULL DAY |

**** \$50 DEPOSIT IS REQUIRED ****

NON-MEMBERS

| <u>MEETING ROOM</u> | | <u>CONFERENCE ROOM</u> | |
|---------------------|----------|------------------------|----------|
| \$200 | ½ DAY | \$75 | ½ DAY |
| \$375 | FULL DAY | \$125 | FULL DAY |

**** \$100 DEPOSIT IS REQUIRED ****

PLEASE BE ADVISED:

- **2 hours** are only available from 8:30am-10:30am or 3:00pm-5:00pm.
- **Half day hours:** 8:30am-12:30pm or 1:00pm-5:00pm
- **Full day hours:** 8:30am -5:00pm
- Evening rentals must be approved by Executive Officer only, as other fees may be incurred.
- Any variance in time will result in full day charge – i.e. 11:00am – 2:00pm would be charged at a full day rate.

AVAILABILITY: Classroom and Conference room are available to rent Monday through Friday from 8:30am-5:00pm. The meeting space will not be rented on Wednesday without authorization from the Executive Officer.

RESERVATIONS: Applications will be accepted no more than 30 days in advance. Seven business day notice are required for cancellation with full refund. If cancelled after 7 business day notice, deposit will be retained as a cancellation fee. Rental charges and deposits are due and payable upon execution of contract to rent. Payment accepted with cash, check, and or credit card (American Express, Visa, Mastercard, and Discover).

AMENITIES & BENEFITS: Affordable rates, chairs and tables on site, projector available in meeting room, free Wi-Fi available, podium and microphone available, surround sound system, computer w/internet access, Microsoft office system compatible, conference room with seating for 14, meeting room seats 100.

PARKING DISCLAIMER NOTICE: Vehicles shall be properly parked and within parking spaces determined by the lines or marking placed on the surface of the parking lot. No parking is permitted at any time in areas reserved for President, Staff, Volunteer of the month, or Century21. **Vehicles and their contents are left at the owner's own risk. We do not accept responsibility for any loss or damage to vehicles or their contents.**

Solano Association of REALTORS®

Room Rental Agreement

Event Date: _____

Event Time: _____

Name of Event: _____

Number of Attendees: _____ Not to exceed 100 per classroom and 14 in conference room

Room Reserved ___ Classroom ___ Conference Room ___ Half Day ___ Full Day

Name _____

Company Name _____

Address _____

City _____ State _____ Zip code _____

Phone Number _____ Email _____

Coffee Service (\$10.00 /Carafe) _____ Total # of Carafe (___ Decaf ___ Regular)

___ Coffee/Refreshments to be brought by renter ___ Food to be brought by renter

No alcohol is allowed without prior authorization of Executive officer. No smoking is allowed anywhere in the building. Smoking permitted outside in designated areas only.

Total Room Charge: \$ _____

Coffee Service: (as requested) \$ _____

Deposit: (see agreement for terms) \$ _____

Total due at time of reservation: \$ _____

Deposit can also be held with a credit card or held with a separate check

Paid _____ (Visa, MC, Discover, AMEX, Check, Cash) Check # _____

Date

Applicant hereby agrees to abide by the Terms and Conditions as set forth on the reverse side of this Application and Rental Agreement. All Agreements for services or items not covered by the Rental Agreement must be in writing.

Authorized Applicant Signature: _____ Date: _____

Authorized Association Signature: _____ Date: _____

Terms and Conditions of Room Rental

1. Association staff is not responsible for setup of room and room must be returned to the original set up at conclusion of the function.
Renter Initial Req'd _____

2. Association must be notified if food will be brought in. Renter shall be responsible for providing plates, napkins, cups, etc. Kitchen facilities are available.
Renter Initial Req'd _____

3. Renter is responsible for bagging all trash, emptying and rinsing out all coffee pots, wiping down counter and sink area in kitchen and any tables as necessary. Please report all spills to staff. If damage is done as a result of spillage, deposit will be used to restore area and renter will be billed any additional that exceeds deposit. If the room is not restored to its original condition, it will result in loss of total deposit amount.
Renter Initial Req'd _____

4. The use and installation of any decorations must be approved in advanced by the association and removed at the conclusion of the event. No signs, photos, flowers or any objects shall be attached to any wall, ceiling or doors. Without prior approval.

5. Event advertisement for members must be cleared with the Executive Officer. All education classes offered to our membership must be approved by the education committee.

6. Renter will assure the Association the number of guests outlined on second page of this agreement.

7. Hours of rental are limited to 8:30am – 5:00pm Monday thru Friday. The meeting room will not be rented on Wednesdays without authorization of Executive Officer. Holiday are also exempt. Events requiring set up prior to 8:30am may be subject to an additional \$50 per 30-minute period which will be paid at time of execution of agreement. Any event or cleanup that goes after 5:00pm may be subject to an additional \$50 per 30-minute period which will be due and payable within 5 days after event. Lunch events scheduled between the hours of 11:00am and 1:30pm, will be considered full days and be charged accordingly.

8. Payment is due in full at the time of execution of this Agreement and signed by the Association representative. Forms of payment: Check, Cash, Visa, MasterCard, Discover, American Express.

9. The Association does not assume responsibility for the damage or loss of any merchandise or articles left on the premises prior to or after event.

10. Renter Shall not assign this agreement nor allow any person or entity to acquire any interest herein without the prior written consent of the Association, and any such assignment to or acquisition by a third party without the consent of the Association shall at the option of the Association be null and void.

11. As a further condition of this Agreement, renter agrees to defend, indemnify, and hold harmless the Association its agent and employees from any and all claims, liabilities and expense of any kind arising from injuries or damages sustained to persons or property in, on or around the Association facility arising from or relating to use of the premises during rental period. In this regard, renter shall be responsible for renter's guests, trespassers, employees, and agents.

Authorized Applicant Signature: _____ *Date:* _____

Authorized Association Signature: _____ *Date:* _____

Solano Association of REALTORS®
Room Rental Credit Card Authorization Form

(All fields must be completed in order for the credit card to be processed)

Total Room Rental Charge \$ _____

Coffee Service: (as requested) \$ _____

Total due at time of reservation: \$ _____ Deposit Amount \$ _____

I, _____, authorize Solano Association of REALTORS®
(Please Print Name of Cardholder)

To charge my credit card Visa MasterCard Discover AMEX

in the amount of: \$ _____ and to hold my credit card to be charged as a result of loss of deposit and/or any additional charges incurred under the TERMS AND CONDITIONS.

ROOM RENTAL Date(s): _____

Credit card information will be kept confidential, and be properly destroyed upon completion of your event.

16 Digit Card Number _____ - _____ - _____ - _____ Exp: _____ / _____
Month *Year*

Billing Zip Code of Credit Card: _____ CVC2 Code _____

Cardholder Signature: _____ Date: _____ / _____ / _____

**Please Note: if credit card is denied upon 2nd attempt, a \$25 failed credit card fee will be assessed.*



1302 Springs Rd. Vallejo, CA 94591
P: (707) 644-5525 | F: (707) 644-3715
www.SAOR.org