

## Solano Association of REALTORS® Room Rental Form - Member

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

**RESERVATIONS:** Will be accepted no more than 30 days in advance; Seven business days notice required for cancellation with full refund. If cancelled with less than seven business days notice, deposit will be retained as cancellation fee. Rental charges and deposits are due and payable upon execution of contract to rent. Payment accepted with cash, check or credit card (Visa, MC, Discover).

### MEETING ROOM RENTAL CHARGE:

<b>Member:</b>	\$50	2hr max*
	\$100	½ day
	\$200	Full day
	\$50	Deposit
<b>Non-Member:</b>	\$200	½ day
	\$375	Full day
	\$100	Deposit

### CONFERENCE ROOM RENTAL CHARGE:

<b>Member:</b>	\$50	½ day
	\$75	Full day
	\$50	Deposit
<b>Non-Member:</b>	\$75	½ day
	\$125	Full day
	\$100	Deposit

### **Renter should be informed of the following requirements:**

- *2hr charge is only for 8:30am – 10:30am or 3:00pm – 5:00pm*
- *The conference room can be rented if renter would like to set up lunch for above rental prices*
- *Half day: (8:30am – 12:30pm) or (1:00pm – 5:00pm) Any variance in time will result in full day charge (Example: 11:00am - 2:00pm would be charged for a full day)*
- *Full day: 8:30am – 5:00pm*
- *Evening Rentals with authorization of Executive Officer only, as other fees may be incurred*

Prices are the minimum and the amount of time less than half and/or full day is still charged the price shown. A full day is up to 8 hours. Half day is up to 4 hours before 12:30pm or up to 4 hours after 1:00pm. (unless 2hr only charge applies)

**SOLANO ASSOCIATION OF REALTORS® RENTAL AGREEMENT**

Event Date \_\_\_\_\_ Event Time \_\_\_\_\_

Name of Event/Subject \_\_\_\_\_

Number of Attendees \_\_\_\_\_ Not to exceed 70 Per Classroom and 15 conference room

Room reserved \_\_\_\_\_ Classroom \_\_\_\_\_ Conference Room \_\_\_\_\_ Half day \_\_\_\_\_ Full day

Member Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_  
(required) (required)

Coffee Service (\$10 per pot) \_\_\_\_\_ total # of pots ( \_\_\_\_\_ decaf \_\_\_\_\_ regular)

\_\_\_\_\_ Coffee/Refreshments to be brought by renter \_\_\_\_\_ Food to be brought in 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 Rental 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 \_\_\_\_\_ (Date) (Visa, MC, Discover, Check, Cash)

Check No. \_\_\_\_\_

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.

\_\_\_\_\_ Date \_\_\_\_\_  
Authorized Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Authorized Association Signature

**TERMS AND CONDITIONS OF ROOM RENTAL**

**1. Association staff is not responsible for setup of room and room must be returned to the original setup 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 advance 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 8:30 AM to 5:00 PM Monday thru Fridays. The meeting room will not be rented on Wednesdays without authorization of Executive Officer. Holidays are also exempt. Events requiring set up prior to 8:30 AM 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 5:00 PM 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 1:30 PM, 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, or Discover.**

**9. The Association does not assume responsibility for the damage or loss of any merchandise or articles left on premises prior to or after an 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 guests, trespassers, employees, and agents.**

Date \_\_\_\_\_

Authorized Applicant Signature

Date \_\_\_\_\_

Authorized Association Signature

**SOLANO ASSOCIATION OF REALTORS® RENTAL CC 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 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 OF ROOM RENTAL for 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: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*\*Please Note: If credit card is denied upon 2<sup>nd</sup> attempt, a \$25 failed credit card fee will be assessed.*

