

Solano Association of REALTORS® Room Rental Form – Non-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:

Member:	\$100	½ day
	\$200	Full day
	\$50	Deposit
Non-Member:	\$200	½ day
	\$375	Full day
	\$100	Deposit

CONFERENCE ROOM RENTAL CHARGE:

Member:	\$50	½ day
	\$75	Full day
	\$50	Deposit
Non-Member:	\$75	½ day
	\$125	Full day
	\$100	Deposit

Renter should be informed of the following requirements:

- *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.

SOLANO ASSOCIATION OF REALTORS® RENTAL AGREEMENT – Non-Member

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

Contact 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.

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 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 is the sole responsibility of renter. 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 2nd attempt, a \$25 failed credit card fee will be assessed.*