



South Bay Association of Realtors® Request for Room Rental & Contract

Date requested: ___/___/___ Start Time _____ End Time _____

Expected Attendance _____

Room Being Requested: Meeting Hall Computer Room Boardroom

Type of event room will be used for: _____

Company Name: _____

Contact Name: _____ Phone # _____

Contact e-mail Address _____

Billing Address: _____

RENTAL FEES:

The Rental Fee of \$200 for ½ day (4hrs or less) or \$350 full day 8:00am to 5:00pm are due the day that the Meeting Room is **booked** for an Event.

The Meeting Hall is equipped with:

Podium
7X7 foot projection screen
P.A. System with wireless handheld or lavalier microphone
WIFI internet access
Men & women's restroom facilities adjacent to back of hall

A multi-media projector is available for rent. Cost is \$75.00 per day & may not be removed from the premises.

Check here to request projector

EVENT COFFEE REQUEST:

If you would like to order coffee service for your event please check one of the boxes below. Decaffeinated coffee is not available.

Coffee includes; Styrofoam cups, sugar, artificial sweetener, powdered creamer & stir sticks.

Full Urn (75 cups) \$50.00

Half Urn (35 cups) \$30.00

TERMS OF RENTAL CONTRACT

1. A \$250 deposit will be required 48hrs prior to the date of the event. SBAOR reserves the right to withhold any or all of your deposit in the event that damage occurs as a result of your rental. A cleaning fee may be deducted for trash left behind or stains made in the carpet.
2. Special Permits – Any special permits that may be required for your event are solely the responsibility of the renter. The permit(s) must be secured and copies provide to SBAOR no later than 24hrs prior to the day of your event.
3. Tacks, staples or heavy tape may not be used to adhere anything to the ceiling or walls. ¼ inch transparent tape may be used.
4. Open-flame including candlelight is not allowed. All electrical and computer chords must be securely taped to the floor or covered by a mat, or rug.
5. Cancellation Policy: Please use the chart below to figure applicable cancellation fees:

More than 2 weeks cancellation notice– You will be charged 50% of your rental fee

2 weeks to 48 hours cancellation notice – You will be charged 75% of your rental fee

Less than 48 hours cancelation notice - You will be charged the full room rental fee

No credits towards a future room rental fee will be given with any cancellation. Persons calling in a room cancellation must receive a confirmation number from the Association's Event Coordinator. Refund checks on room cancellations take up to three weeks for processing.

6. NO-SHOWS (with no cancellation notice) will be charged the full room rental fee and any other applicable fees such as coffee or projector charges. No portion of your payment will be refunded or credited towards a future room rental fee.
7. Companies paying by check must registered members of the Association. Special arrangements may be made in advance with the Operations Manager if paying by company check.
8. When serving your own refreshments, you must supply your own dishes, silverware, cups, glasses, paper towels, etc.
9. The Meeting Room must be properly cleaned, the trash picked up and placed in the trash dispensers provided in the meeting room, the tables and chairs rearranged in the order they were found.
10. All cleaning, and trash pick up, etc. must be done by you or your group on the day of the event.
11. All set-up must be done the day of the event unless arrangements have been made prior to the date with the Operations Manager.
12. Any damages or theft of Association property will be deducted from your deposit and any outstanding charges will be invoiced to you or company.
13. Food & Beverage is strictly prohibited in the Computer Lab.
14. Building availability hours are Tuesday – Friday 8:00am to 5:00pm (Monday 9:30am to 5:00pm) Events requiring usage before or after these hours will be charged an additional minimum of \$40 per hour for staff presence.

**The room is set-up classroom style with tables and seating for 70. Should you require a different type of arrangement i.e. more chairs and removal of tables, a minimum \$30 per hour additional fee will be added to your total.

My submission of this rental agreement form certifies that I have read and understood and will honor all the terms of this rental agreement which were stated above.

I also agree to indemnify and hold harmless the South Bay Association of Realtors® and all directors, associates and employees from any liability, loss, cost or damage resulting in any way from my rental or use of the South Bay Association of Realtors® facilities.

Name

Signature

Date

Agreement has been received and approved

South Bay Association of Realtors®
22833 Arlington Avenue
Torrance, CA 90501

Ernie Alonzo
Director of Operations
South Bay Association of Realtors

Date _____

E-mail: Ernie@SouthBayAoR.com