

**GREATER REGIONAL ALLIANCE OF REALTORS®  
ROOM RENTAL CONTRACT (MEMBER)**

Name/Company \_\_\_\_\_ has tentatively reserved  
the following room(s):

- AUDITORIUM @ \$280 per morning or afternoon (display/projection cost included)**
- MEETING ROOM @ \$200 per morning or afternoon**
- BOARD ROOM @ \$125 per morning or afternoon**
- UPPER LEVEL CONFERENCE ROOM @ \$125 per morning or afternoon**

**\*Note: Rentals that last 4 hours or less will be billed ONE (1) full unit price – as priced per room. Rentals lasting 5+ hours will be billed as TWO (2) full unit prices – as priced per room.**

**SCHEDULED TIME**

We are pleased to offer our facility for rental on business days (Monday-Friday) during the hours of 7:30a.m. to 5:00 p.m. This timeframe includes event set-up and tear down. If additional set up or tear down time is needed, please contact the rental coordinator to discuss options and availability.

Date(s) of function: \_\_\_\_\_

Registration and Start Time(s) (8am limit): \_\_\_\_\_

End time(5pm limit): \_\_\_\_\_

Additional Notes: \_\_\_\_\_

**SET-UP REQUIREMENTS**

Please check all that apply:

**AUDITORIUM** (fixed seating for 168 persons – **Additional seating prohibited**)

- Podium  Registration Table
- Display table outside room in foyer
- Table on stage for panel of \_\_\_\_\_
- Other \_\_\_\_\_

**MEETING ROOM:** (seating for up to 40 people, classroom style seating)

- Podium  Registration Table
- Display table outside room in foyer
- Other \_\_\_\_\_

**MEETING ROOM SEATING STYLE:**

- Classroom Style (5 rows of 4 - 2 person tables facing the front)
- Square – Seats facing inward (Up to 4x4): \_\_\_\_\_
- Rectangle – Seats facing inward (max size of 3 by 4 tables): \_\_\_\_\_
- Other - please leave a detailed description of your desired layout:  
\_\_\_\_\_  
\_\_\_\_\_

**BOARD ROOM:**

Seating for up to 22 people, conference style

**UPPER LEVEL CONFERENCE ROOM:**

Seating for up to 18 people, conference style

## ADDITIONAL SET-UP AND AUDIO / VISUAL REQUIREMENTS

Please place a check next to additional visual equipment you will require:

- Presenter/Speaker Podium
- Chair(s) for \_\_\_\_\_ people
- Stool(s) for \_\_\_\_\_ people
- Flip Chart
- Other (please specify): \_\_\_\_\_

### Auditorium ONLY Add-Ons:

**NOTE:** In the event that there is damage to the equipment and/or premises found as result of the event, repair costs will be included as a part of this contract.

- Lavalier Mic - No charge
- Handheld Mic - No charge
  
- Record the event and provide a copy of it for publication/access
  - Unmonitored:** \$50       **Monitored:** - \$50 + \$30 per hour
  
- Record the event and make available at a GRAR-supported server for access by direct link, for up to 90 days
  - Unmonitored:** \$50       **Monitored:** - \$75 + \$30 per hour
  
- Record and Zoom/Live Stream your event
  - Unmonitored:** \$50       **Monitored:** - \$50 + \$35 per hour

**A/V Contact:** Rick B. - 616-940-8204

\*\* **Unmonitored** - Association staff will set up the recording from a single camera in a specified location which requires the speaker to stay within a specified area so as to always be within the range of the camera. **Association staff is exempt from liability for any recording complications.**

\*\* **Monitored** - Association staff will be present in the production room for technical needs that arise and to record the event from 4 different cameras/angles throughout the room.

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## FOOD AND BEVERAGE SERVICE

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Please complete this section if this is a food function (Note: Coffee and tea is provided on site at no extra cost and will not appear in this section).

Select drinks and snacks are also available in the lower level REALTOR Store for purchase (M-F 8:30am-4:30pm) if you wish to have attendees purchase their own.

**Please select all that apply:**

- Full meal/catering service – *Prices may vary* - All catering prices are subject to a 6% sales tax by the caterer.

*Additional Options:*

- Continental – Assorted Pastry Tray(s) - \$3.00 per person
- Cheese & Cracker Tray(s) - \$2.00 per person
- Fresh Fruit Platter(s) - \$2.25 per person
- Assorted Sandwich and Cookie Tray(s) - \$4.00 per person
- Orange Juice – \$1.00 per person
- Water Bottles - \$0.75 per person
- Assorted Can Soda - \$1.00 per person

\*Note: Please let us know if you will be personally arranging for and/or providing your own catering services.

**PAYMENT POLICY**

**NOTE:** Charges will be based on the final guarantee number which must be confirmed within 72 hours of the function. In the absence of E-mail/spoken confirmation, charges will be based on the number of attendants indicated on page 1 of this contract. Catering cancellations are to be made 72 hours prior to the scheduled function. If sufficient notification is not received, full catering cost will be included as a part of this contract.

**Event cancellations must be received within 48 hours of the scheduled function. If sufficient notification is not received, the full rental fee still applies. In the event that there is damage to the equipment and/or premises found as result of the event, the repair costs will be included as a part of this contract.**

I have read and understand the information contained within this contract and agree to the terms within.

By: (print name) \_\_\_\_\_

(signature) \_\_\_\_\_

**\*If filling out this contract electronically, you agree your electronic/typed signature is the legal equivalent of your manual signature**

E-mail: \_\_\_\_\_

Phone (Mobile preferred): \_\_\_\_\_  Office  Mobile

Method of payment (check one):

Check (payable to GRAR) Check Number: \_\_\_\_\_

Credit Card: Name on Card \_\_\_\_\_

Visa  MasterCard  AmEx  Discover

Card # \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign and return to:  
Greater Regional Alliance of REALTORS®,  
660 Kenmoor SE, Grand Rapids, Michigan, 49546  
Email - realtorstore@grar.com  
| Fax- 616-940-8216 | Phone - 616-940-8200(main) | 616-940-8225(direct)