

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

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

- AUDITORIUM @ \$280 per morning or afternoon**
- MEETING ROOM @ \$200 per morning or afternoon**
- BOARD ROOM @ \$125 per morning or afternoon**

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

Discounts are not offered for scheduling multiple rentals at one time

SCHEDULE

We are pleased to offer our facility for rental on business days (Monday-Friday) during the hours of **8:00a.m. to 5:00p.m.** **This timeframe includes event/meeting 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 (contact info on final page).

Date(s) of Function: _____ Estimated Attendance: _____

Start/Registration Times (8am limit): _____

End Time(5pm limit): _____

Additional Notes: _____

SET-UP REQUIREMENTS

Please check and fill out all that apply:

AUDITORIUM (Max room capacity - 166 persons – Fire Code prevents additional seating/persons)

- Podium(s)(Up to 2) _____ Registration Table
- Display table outside room in foyer
- Table(s) on stage for panel of _____ persons
- Other: _____

MEETING ROOM: (Max room capacity - 40 persons - Fire Code prevents additional seating/persons)

- Podium(s)(Up to 2) _____ Registration Table
- Display table outside room in foyer
- Other: _____

SEATING STYLES (MEETING RM ONLY): (2-chair tables for up to 36 persons)

- Classroom (5 rows of 4 - 2 person tables facing the front screen)
- Square – Tables facing inward
- Rectangle – Tables facing inward
- Theater – All chairs, no tables (Up to 39 chairs facing front of the room) _____ Chairs
- Other: - (Please leave a detailed description of your desired layout and a staff member will be in touch) _____

BOARD ROOM: (Max room capacity - 22 persons – Fire Code prevents additional seating/persons)

Seating for up to 22 people (16 comfortably) , conference style

ADDITIONAL SET-UP AND AUDIO / VISUAL REQUIREMENTS

Please check all that apply:

- Lavalier Mic - (Auditorium ONLY, No charge)
- Handheld Mic - (Auditorium ONLY, No charge)

- Record the event/meeting and provide a copy for publication/access
 - Unmonitored:** \$50 **Monitored(By GRAR A/V Staff):** - \$50 + \$30 per hour

- Record the event/meeting and make available at a GRAR-supported server for access by direct link, for up to 90 days
 - Unmonitored:** \$65 **Monitored(By GRAR A/V Staff):** - \$75 + \$30 per hour

- Zoom/Live Stream your event/meeting
 - Unmonitored:** \$50 **Monitored (By GRAR A/V Staff):** - \$50 + \$35 per hour

** **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/streaming complications.**

** **Monitored** – Association A/V staff will be present in the production/rental room at all times to monitor

FOOD AND BEVERAGE SERVICE

Please select all that apply:

Charges/catering orders will be based on the final attendance number, which must be confirmed within 72 hours of the function. In the absence of e-mail/spoken confirmation, charges and orders will be based on the number of estimated attendants indicated on page 1 of this contract. Catering cancellations are to be made at least **48 hours** prior to the scheduled function. If sufficient notification is not received, full catering cost will be charged/billed.

- Catered Breakfast/Lunch – Prices may vary** – Budget: _____

All catering prices are subject to a 6% sales tax by the caterer

Additional Food/Beverage Options:

- Continental – Assorted Pastry/Cookie Tray(s), Bagels & Spreads - \$3.00 per person
- Cheese & Cracker Tray(s) - \$2.50 per person
- Fresh Fruit Platter(s) - \$3.25 per person
- Assorted Sandwich Tray(s) - \$3.00 per person
- Orange Juice – \$1.00 per person
- Bottled Water - \$0.75 per person
- Assorted Pop/Soda - \$1.00 per person

I will be personally arranging catering services OR I will personally be bringing food and beverages for my event (Please inform GRAR staff of caterer and arrival time, if applicable).

PAYMENT POLICY

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/attendees, 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) _____

By: (Signature) _____

Primary E-mail: _____

Phone # (Mobile preferred): _____ Office Mobile

Method of payment: **Cash rental payments currently not accepted**

Check (Made payable to GRAR) Check #: _____ Invoice Needed

Credit Card: (Name on Card) _____

Visa MasterCard American Express Discover

Card # _____ Exp: ____ / ____

Payments for rentals are due in full no later than the morning of the scheduled rental. Please bring the/a valid form of payment with you, if payment information is not given on this contract.

Thank you!

Additional

Notes: _____

PLEASE COMPLETE, SIGN AND RETURN TO:

E-mail: realtorstore@grar.com

Greater Regional Alliance of REALTORS®

660 Kenmoor Avenue SE, Grand Rapids, Michigan 49546

| Fax: 616-940-8216 | Phone: 616-940-8200(main) | Phone: 616-940-8225(direct) |