

**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 are considered one (1) unit price – as priced per room. Rentals lasting 4+ hours are considered two (2) units – as priced per room.

SCHEDULE

We are pleased to offer our facility for rental on business days (Monday-Friday) during the hours of **8:00 a.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 (contact info on final page).

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

Start/Registration Times (8:00 am or after): _____

End Time(5:00 pm or prior): _____

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-chairs per table for up to 36 persons)

- ☐ Classroom (5 rows of 4 - 2 person tables facing the front screen)
- ☐ Square – Chairs facing inward
- ☐ Rectangle – Chairs facing inward
- ☐ Theater – All chairs, no tables (Up to 50 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:

Seating for up to 18 around a large conference table.

ADDITIONAL SET-UP AND AUDIO / VISUAL REQUIREMENTS
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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

Please let us know if you will be arranging catering for your event.

☐ I will personally be bringing food and beverages for my event.

☐ I will be personally arranging catering services. (Please inform GRAR staff of caterer and arrival time.)

Caterer: _____

Arrival Time: _____

PAYMENT POLICY

Please provide cancellation of your event within 48 hours of the scheduled function to receive a waiver or refund of the rental fee.

I agree that the cost incurred for damage to the equipment and/or premises as a result of this event or its attendees is my responsibility. I have read and understand the information contained within this contract and agree to the terms herein.

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 not later than the morning of the scheduled rental. Please bring a valid form of payment with you if credit card information is not provided with 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) |