

NEAR Conference Room & Classroom Rental

MEETING ROOM RENTAL AGREEMENT

This document will serve as the agreement between the Northeast Association of REALTORS® (NEAR), and

the "Renter" as it relates to the rental/use of the NEAR Classroom facility(s). The Renter agrees and acknowledges:

Fees

All Classroom facilities are rented at the costs shown below. Credit card guarantee for the total cost of the meeting room (rental and additional requirements) will be provided by the client Renter.

Daytime Rental Rates

	Members	Non-Members
Conference Room Half-Day (up to 4 hours)	\$75 .	\$125
Conference Room Full Day (up to 8 hours)	\$150 .	\$250
Classroom Half-Day (up to 4 hours)	\$125 .	\$175
Classroom Full Day (up to 8 hours)	\$250 .	\$350

Evening/Weekend/Holiday Rental Rates - Add \$75

Reservations

- A fully completed Meeting Room Rental Agreement must be submitted in order to confirm meeting room date(s).
- NEAR reserves the right to cancel or reschedule a confirmed event due to inclement weather or power outages.
- Room rental MUST be prepaid and a reservation form MUST be submitted in advance.

Conference Room Set-Up

• The room is set up Conference Style. (Seats a maximum of 16.)

Classroom Set-Up

• The room is set up Classroom Style. (Seats a maximum of 54.)

Restrictions

- Renter agrees classrooms shall be used for business purposes and shall not be used for any unlawful purpose.
- Renter may be asked to vacate if the meeting extends past the reserved time.
- Renter must require all participants to observe guidelines and all applicable fire, occupancy, and building codes.
- Renter is responsible for damage caused by Renter and participants and/or observers of the event or occurring as a direct result of the event.

Hours

- Events may be scheduled during regular business hours: 8:30 am 4:30 pm.
- Event requests for after normal business hours, holidays or weekends will be considered on a case-by-case basis and may be denied due to security, staffing, or other considerations.

Cancellations

- All cancellations must be in writing via fax or email.
- 48 hours notice is required for a full refund. No refunds thereafter.

Clean-Up

- Spills or other accidents are to be reported to NEAR staff immediately.
- Renter is responsible for wiping down all tables and counters and assuring that all trash has been placed in appropriate receptacles before vacating the room(s). Failure to do so will result in additional fee of \$50.

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^{*}Considered on a case-by-case basis and may be denied due to security, staffing, or other considerations.

Advertising

- Renter may use the NEAR name and address in their advertising and promotional pieces for program/course location information only.
- Copies of all advertising, promotional material and brochures used by the Renter wherein the NEAR/Northeast Association of REALTORS® name appears shall be submitted to NEAR prior to dissemination.
- Renter is responsible for promoting the event. NEAR is not responsible for advertising your event to members.

Equipment - Conference Room

- NEAR can provide a flatscreen television (can hook up laptop through cables in conference table), DVD player, and dry erase board. Wi-Fi is also available for instructor use.
- Renter will not tamper with, change or disconnect any equipment owned by NEAR.
- Speakers should plan to arrive a minimum of 30 minutes prior to the start of the program to familiarize themself and test the A/V set-up, if necessary. NEAR does not have on-site/on-call A/V technical assistance available.

Equipment - Classroom

- NEAR can provide a digital projector, DVD/Blue Ray player, and dry erase board. Wi-Fi is also available for instructor use.
- Renter will not tamper with, change or disconnect any equipment owned by NEAR.
- Speakers should plan to arrive a minimum of 30 minutes prior to the start of the program to familiarize themself and test the A/V set-up, if necessary. NEAR does not have on-site/on-call A/V technical assistance available.

Catering/Food and Beverage

- NEAR will provide coffee and hot water for tea/hot chocolate, as well as sweetener, creamers, cups, stirrers, and napkins.
- All other catering needs must be coordinated and paid for by the Renter directly with the caterer, or renter may bring their own food/snacks and related paper goods.
- The Renter and its representatives agree that they will be responsible for meeting any vendors, caterers, set-up people, etc. for which they have contracted prior to the meeting and agree that the NEAR and its staff are not responsible for payment, acceptance and/or signatures.

Signing this agreement constitutes approval and acceptance of all details stated above. This agreement must be signed and faxed to (978) 577-6156 or emailed to info@NortheastRealtors.com. You will receive an e-mail confirmation of this room rental booking.

Approved/Accepted by:			
	Print name of Responsible Person		Date
MEETING ROOM RENTAL	. SPECIFICATIONS		
Meeting Purpose:			
Organization:			
Address:			
			Time:
Requested Date(s):		Phone:	
Fee: \$	Any special needs?		
PAYMENT INFORMATION	ı		
I will pay by: □ Check	☐ Credit Card - Type of card: ☐ Visa	a 🗆 MasterCard 🗆 American Expre	ess 🗆 Discover
Credit Card #:		Expiration/CVV:	

Mail checks to: The Northeast Association of REALTORS®, 6 Lyberty Way, Suite 204, Westford, MA 01886 Questions? Call NEAR at 978-577-6138 – we're always happy to help!