



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

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

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.

