



Charlotte Regional Realtor® Association

Room Rental Contract Terms & Conditions

Classroom 108:

This room can accommodate up to 60 people.

Rate: Half Day = \$200.00 ☐

Full Day = \$300.00 ☐

Evening = \$150.00 ☐

Deposit = \$100.00

Cyber Café/Classroom 110:

Available only as a lounge and for catering

Rate: Half Day = \$75.00 ☐

Full Day = \$150.00 ☐

Evening = \$ 75.00 ☐

Deposit = \$75.00

Classroom 121:

This room can accommodate up to 30 people.

Rate: Half Day = \$100.00 ☐

Full Day = \$150.00 ☐

Evening = \$ 75.00 ☐

Deposit = \$75.00

Classroom 125:

This room can accommodate up to 120 people.

Rate: Half Day = \$250.00 ☐

Full Day = \$400.00 ☐

Evening = \$200.00 ☐

Deposit = \$100.00

Conference Room 237:

This room can accommodate up to 10 people.

Rate: Half Day = \$100.00 ☐

Full Day = \$150.00 ☐

Deposit = \$75.00

Lobby Conference Room:

This room can accommodate up to 8 people.

Rate: Half Day = \$100.00 ☐

Full Day = \$150.00 ☐

Deposit = \$75.00

Orientation Room 315 (Coffee service not available with room 315)

This room can accommodate up to 80 people.

Rate: Half Day = \$250

Full Day = \$400

Evening = \$250

Deposit = \$150

Please put a check mark in the appropriate box for whichever classroom/amount of time you will need. Keep in mind that we only allow food in Room 110/Cyber Cafe. We will check our calendar once we receive your request and will follow up with you to finalize your reservation and send you an invoice.

We automatically provide coffee and hot tea for a nominal fee. You will be billed depending on the number of persons in your classroom/meeting request. The hot beverages are located in our break area. Vending machines are also provided.

10-20 people =	\$10.00
21-30 people =	\$20.00
31-40 people =	\$30.00
41-50 people =	\$40.00
51-60 people =	\$50.00
61-70 people =	\$55.00
71-80 people =	\$60.00
81-90 people =	\$65.00
91-100 people =	\$70.00
101- 150 people =	\$75.00

Other Equipment Available to Enhance Room Rental

- | | | |
|-------------------------------|-----------|--------------------------|
| • LCD projector for computers | \$125.00 | <input type="checkbox"/> |
| • TV/VCR | \$ 50.00 | <input type="checkbox"/> |
| • Flip Chart | \$ 10.00 | <input type="checkbox"/> |
| • Wireless Microphone | \$ 30.00 | <input type="checkbox"/> |
| • WiFi | no charge | <input type="checkbox"/> |
| • Laptop Computer | \$100.00 | <input type="checkbox"/> |

Power strips & extension cords are included.

Please put a check mark next to any of the above items you would like to reserve. If you reserve equipment, you must notify the Association staff or Receptionist at the Front Desk when you are leaving for the day, so that we can return the equipment to the appropriate location and lock up the room.

Deposit/Final Payment:

The Deposit for your reservation is **required to hold your room, as well as the equipment that you may reserve**. Deposits are due within 30 days of receipt of invoice. Balance of payment is due before the date of rental.

Cleaning:

Clean up is the responsibility of the renter. All trash must be disposed of in trash cans. If the room is not clean and tidy, your deposit will be retained and will not go towards the amount of your room rental. If the room is left in an acceptable condition your deposit will be applied to your room rental.

Damages:

Any other damages to the premises are the responsibility of the renter, and will be billed accordingly. Damages may include, but are not limited to, carpet stains, wall damage, chair breakage, etc.

Cancellations:

Cancellations must be made at least 48 hours in advance of rental date. Only money paid in excess of the deposit amount at the time of cancellation will be refunded.

I understand and agree to the terms and conditions of this contract.

Renter's Signature/Company Name

Date

Address

City

State

Zip

Phone Number

Please fax a copy of the contract to 704-338-9401. We will contact you to finalize your reservation. If you have any questions/concerns, please call 704-372-0911.

Payments may be mailed to:

Charlotte Regional Realtor® Association
P.O. Box 35511 Charlotte, NC 28235
Re: Room Rental

Revised: 6/11