

Room Rental Contract Terms & Conditions



Classroom 108

This room can accommodate up to 60 people.

Rate: Half Day = \$200
Full Day = \$300
Evening = \$150
Deposit = \$100

Cyber Café/Classroom 110

Available only as a lounge and for catering

Rate: Half Day = \$75
Full Day = \$150
Evening = \$75
Deposit = \$75

Classroom 121

This room can accommodate up to 30 people.

Rate: Half Day = \$100
Full Day = \$150
Evening = \$75
Deposit = \$75

Classroom 125

This room can accommodate up to 120 people.

Rate: Half Day = \$250
Full Day = \$400
Evening = \$200
Deposit = \$100

Conference Room 237

This room can accommodate up to 10 people.

Rate: Half Day = \$100
Full Day = \$150
Deposit = \$75

Lobby Conference Room

This room can accommodate up to 8 people.

Rate: Half Day = \$100
Full Day = \$150
Deposit = \$75

Classroom 315 (Coffee service not available with room 315)

This room can accommodate up to 80 people.

Rate: Half Day = \$250
Full Day = \$400
Deposit = \$100 (Room 315 is only available to 5 p.m.)

Evening – After 5 p.m.

Please put a check mark in the appropriate box for the classroom/amount of time you will need. Keep in mind that we only allow food in Room 110/Cyber Café. We will check our calendar once we receive your request and 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
21-30 people = \$20
31-40 people = \$30
41-50 people = \$40
51-60 people = \$50
61-70 people = \$55
71-80 people = \$60
81-90 people = \$65
91-100 people = \$70
101-150 people = \$75

Other Equipment Available with Room Rental (Cost per day)

- Overhead Projection Unit for Computers \$125 (Boxlight)
- TV/VCR \$ 50
- Flip Chart \$ 10
- Wireless Microphone \$ 30
- Internet Hook up \$ 25 (Wireless service available at no charge)
- Laptop Computer \$100

Power strips and 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 toward 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 prior to the 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 704-332-1290. We will contact you to finalize your reservation. If you have any questions/concerns, please call 704-940-3116 or 704-940-3112.

Payments may be mailed to:

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

Revised: 2/09