



Room Rental Rates, Room Descriptions and Options

Room rentals are based on availability and must comply with the Canopy Realtor® Association Room Rental Policies and Operational Guidelines.

At this time, rentals are only available Monday-Friday 8:30 a.m. – 5:00 p.m. Rooms may be reserved for a half or full day*. **A rental will be considered a full day if the hours requested will prevent the room from being used for another rental that same day.**

All sponsors associated with the rental or event must be listed on the Rental Request Form and approved prior to the event.

Use these room number descriptions to complete the Room Rental Request Form in its entirety. Please indicate your 1st and 2nd and 3rd choice for rooms on the rental request form and also in the box next to each room description.

Upon receipt of the Rental Request Form, staff will review all details and provide feedback within three (3) business days. If the rental is approved, a signed Room Rental Agreement is required and a security deposit plus an amount equal to half (1/2) of the total room rental fee is due at the signing of this agreement (the "Rental Deposit"). *Security deposits are refundable as outlined in the Canopy Room Rental Agreement.*

The balance of your rental fee is due at least fifteen (15) days prior to your rental. If your rental is to occur within fifteen (15) days of the signing of Room Rental Agreement, the total room rental fee shall be due at the time of the signing.

If the full rental payment is not received 15 days prior to your rental period, Canopy reserves the right to cancel your reservation without a Rental Deposit refund.

****Room rentals four (4) hours or less are considered half day rentals. Rentals which last for more than four (4) hours are considered full day rentals.***

Canopy Real Estate Institute - First Floor

- Room Number: 101A**
Max Persons: 45 (\$100 security deposit)
Member Price: \$400 full day /\$260 half day
Non-Member Price: \$500 full day /\$325 half day
Description: This room is traditional classroom style. AV includes podium, screen, LCD projector and microphone (wireless lavalier or handheld). Check-in table available outside of the room. Coffee included. All classroom tables have power and USB connections.
- Room Number: 101B**
Max Persons: 75 (\$200 security deposit)
Member Price: \$640 full day /\$400 half day
Non-Member Price: \$800 full day/\$500 half day
Description: This room is traditional classroom style with counter space in the back of the room for catering. AV includes podium, screen, LCD projector and microphone (wireless lavalier or handheld). Check-in table available outside of the room. Coffee included. All classroom tables have power and USB connections.
- Room Number: 101 A/B (no room divider)**
Max Persons: 120 (\$300 security deposit)
Member Price: \$1200 full day /\$780 half day
Non-Member Price: \$1,500 full day/\$975 half day
Description: This large room is traditional classroom style with counter space in the back of the room for catering. AV includes podium, screen, LCD projector and microphone (wireless lavalier or handheld). Check-in table available outside of the room. Coffee included. All classroom tables have power and USB connections.
- Room Number: 102 (no food set-up or catering allowed in this classroom)**
Max Persons: 60 (\$150 security deposit)
Member Price: \$560 full day /\$360 half day
Non-Member Price: \$700 full day/\$450 half day
Description: This room is classroom style with tiered seating with limited counter space in the front and back of the room. AV includes podium, screen, LCD projector and microphone (wireless lavalier or handheld). Check-in table available outside of the room. Coffee included. All classroom tables have power and USB connections.

Enclave 1 or Enclave 2 (only available when not in use by Canopy Real Estate Institute)

Max Persons: 4 per enclave

Price: Free for association and Canopy MLS members or Canopy Real Estate Institute students. **RESERVATIONS ARE REQUIRED.**

Description: Only available during business hours or when Canopy classes are in session evenings or weekends. Table is equipped with power and USB connections. Large display screen available.

Use is limited to two hours. BEVERAGES ONLY; NO FOOD ALLOWED

Canopy Realtor® Association - Second Floor

Room Number: 202

Max Persons: 100 (\$300 security deposit)

Member Price: \$640 full day /\$400 half day

Non-Member Price: \$800 full day/\$500 half day

Description: This room is traditional classroom style with counter space in the back of the room for catering. AV includes podium, screen, LCD projector and microphone (wireless lavalier or handheld). Check-in table available outside of the room. Coffee included. All classroom tables have power and USB connections.

Room Number: 201 (Technology Training Center)

Max Persons: 30 (\$200 security deposit)

Member Price: \$400 full day /\$260 half day

Non-Member Price: \$500 full day/\$325 half day

Description: Room is equipped with 30 computer workstations with one chair per computer station. AV includes screen, LCD projector and smart board.

NO FOOD OR DRINK ALLOWED.

Canopy Realtor® Association – Third Floor

Room Number: 301

Max Persons: 24 (\$100 security deposit)

Member Price: \$400 full day /\$200 half day

Non-Member Price: \$500 full day /\$250 half day

Description: This room is conference style with a credenza for serving food. Room for 24 at the conference table with limited seating along the wall. AV includes screen and LCD projector. Teleconference capabilities are available upon request for additional fees. Table equipped with power and USB connections.

Canopy Realtor® Association - Fourth Floor



Room: Board of Directors Room and Reception Area

Max Persons: 35 (\$300 security deposit)

Member Price: \$160 per hour

Non-Member Price: \$200 per hour

Description: The Board of Directors table is oval-shaped and has room to accommodate 30 at the conference table. Additional seating for approx. 20 is available in the room but not at the conference table. The reception area is located directly outside the Board of Directors meeting room with limited seating (sofa and 2 chairs) and a large counter for catering set up. Videoconference/Teleconference capabilities are available upon request for an additional fee. Catering kitchen available if needed. **Terrace Not Included.**



Room: Terrace and Reception Area

Max Persons: 60 (\$500 security deposit)

Member Price: \$240 per hour

Non-Member Price: \$300 per hour

Description: The terrace is adjacent to the Board of Directors Room and is a covered outdoor space with 2 outdoor couches, 2 outdoor chairs, 6 tables for 4 seated and a bar table. This space has direct access to the interior reception area which offers limited seating (sofa and 2 chairs) and a large counter for catering set-up. Catering kitchen available if needed. **Board Room Not Included. Unauthorized use of the Board Room in conjunction with the rental of the Terrace and Reception Area will result in additional fees as outlined herein.**



Room: Board of Directors Room, Reception Area and Terrace Combined

Max Persons: 60 (\$800 security deposit)

Member Price: \$400 per hour

Non-Member Price: \$500 per hour

Description: These three spaces are all connected and are conveniently designed to be used together. Catering kitchen available if needed.

- The Board of Directors table is oval-shaped and has room to accommodate 30 at the conference table. Additional seating of 20 is also available room but not at the conference table. The reception area is located directly outside the Board of Directors meeting room with limited seating (sofa and 2 chairs) and a large counter for catering set up. Videoconference/Teleconference capabilities are available upon request for additional fees.
- The terrace is adjacent to the Board of Directors Room and is a covered outdoor space with 2 outdoor couches, 2 outdoor chairs, 6 tables for 4 seated and a bar table. This space has direct access to the interior reception area which offers

limited seating (sofa and 2 chairs) and a large counter for catering set-up.
Catering kitchen available if needed.

Canopy Building Amenities:

- Free parking in adjoining parking deck
- Free Wi-Fi in all meeting and pre-function spaces
- Free coffee available for 1st and 2nd floor classroom rentals only

Technology Services:

Access to technical support is limited to AV equipment provided with the room rental.

Preferred Caterers:

Occasions	Panera Bread	Jason's Deli
Best Impressions	Reid's Fine Foods	Amelie's
Creative Catering	Queen City Catering	

For questions or more information about our rental space, please contact David Fraley, 704-940-3122 or david.fraley@carolinahome.com