**Meeting Room Rental Agreement and Contract**

**Rental Rates – Classroom/Training Room**

Member Rate: $150/day (4 hours or more) with $50 security deposit

Member Rate: $100/half day (less than 4 hours) with $50 security deposit

Non-Member Rate: $200/day (4 hours or more) with $100 security deposit

Non-Member Rate: $150/half day (less than 4 hours) with a $100 security deposit

**Meeting Room Policies**

The following polices are set forth for the rental of meeting space at Vermont Realtors®.

* VR® must have a signed copy of the agreement to reserve meeting space.
* Rental fee and deposit are due in full with the signed contract.
* Cancellations made within 2 days prior to meeting will lose 50% of rental fee, plus a $50 administrative fee.
* Cancellations less than 1 day prior to meeting will lose 100% of rental fee, plus a $50 administrative fee.
* Parking during the week can be limited depending upon the number of attendees. Available spaces for all parties cannot be guaranteed.
* You are responsible for informing participants not to park in reserved parking spaces.

**Room Setup**

Renter are responsible for the room set up and must leave the room in the same good condition as they found it.

**In House Audio/Visual Equipment**

LCD Projector Rental Fee: included in room rental fee

* You are responsible for the repair of any damage incurred to VR®’s A/V equipment while in your use.
* You may bring your own A/V equipment or order from an outside vendor. However, we offer no guarantee or compatibility of outside equipment.
* If additional A/V equipment is required, you are responsible for arranging rental, setup and dismantling. You must provide VR® with the name and contact details of the company that will be delivering the equipment.

**Clean Up**

* You are responsible for the cleanliness of meeting room upon conclusion of your event.
* In the event that the room is not left in its original condition, forfeiture of security deposit will occur.
* Chairs and tables must be straightened and returned to their original positions.
* No used materials or trash is to be left in the meeting room.
* All used paper and plastic ware must be placed in trash receptacles; bottles and cans must be placed in recycling bins.
* Leftover food must be placed in trash receptacles or taken away.
* VR® will provide trash bags and recycling receptacles.
* Kitchen and bathrooms must be left clean and in the condition they were found.

**Food/Beverage**

* Arrangements for food are your responsibility.
* No Alcoholic Beverages.

**Miscellaneous**

* Parking is EXTREMELY limited. There are 20 parking spaces in our lot. For event in which more than that number is expected, we cannot guarantee parking and carpooling is encouraged. There is on-street parking on a first-come, first-served basis.
* No smoking inside the building.
* No candles or flammables.
* Copies and Faxes are available during business hours for the following costs:
  + Black/white copies - .10¢ each
  + Color copies - .50¢ each
  + Fax - $1.00 per page inside the US
  + Fax - $3.00 per page outside the US

**Contract**

The person signing this contract assumes all risk of, and agrees that Vermont Realtors® shall not be liable for any damage to the property or injury to or death of any persons including, without limitation, you or its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agent in, on or about the VR® premises from any cause excepting where such damage or injury arises out of the gross negligence of VR®. Further, you shall fully indemnify and hold VR® and its respective members, directors, officers, employees, insurers, attorneys, and agents harmless from all claims, demands, actions, causes of action, loses, damages or liability (including, without limitation, all expenses of litigation, court costs and attorney’s fees) for any injury or death, any claims for medical expenses, pain and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury to any property received or sustained by any person or property, arising out of the acts of negligence of you or any of your shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, any of your obligations under the Agreement, even if such a claim is based on claimed negligent action of any of the indemnities.

**I have read the enclosed information and agree to abide by the meeting room policies and agreement set forth by Vermont Realtors®.**

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Vermont Realtors® Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Please return a signed copy of this agreement with payment and security deposit to the following address:

Vermont Realtors®

Attn: Helen Hossley

148 State Street

Montpelier, VT 05602

Room Rental Information

Dates Reserved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. \_\_\_\_\_\_\_\_\_\_

Please circle which items you need us to provide:

Projector

Conference Phone

Screen

TV

Date form received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_