

East Polk County Association of REALTORS®

Room Rental Contract



The policies set forth below apply to use of the Classroom

Members

Events 1-4 Hours: \$75
Events 4.5-8 Hours: \$150

Non Members

Events 1-4 hours: \$150
Events 4.5-8: \$250

Non-Profit

Events 1-4 Hours \$50
Events 4.5-8 hours: \$100

Technology Fee

Members and Non-profits: \$25

Non Members: \$50

Email to Melody@epcar.com

Rental & Legal Guidelines

- All members must abide by their anti-trust obligations.
- The technology fee includes the use of the 2 TVs in the classroom and wireless Internet service.
- Guests in the EPCAR building are to observe common courtesy to the EPCAR staff and reasonable care of the facility.
- EPCAR Facility is only available Monday through Friday 8:30-4:30. (Subject to availability)
- Renter is responsible for cleaning up after the event is completed including depositing all trash in the proper receptacles.
- If using the classroom, it will be set up standard classroom style. If you require another configuration of table and chairs, please submit table plan ONE week in advance.
- **Refundable Deposit of \$150 is required to hold date**
- **Max capacity 40**
- RENTAL LIMITATIONS
 - The rental will be limited to members, individuals, businesses, and organizations for meetings and special events. Anyone or any entity offering competing products or services (education or sales) to our members will be strictly prohibited
- EVENT INSURANCE
 - Event holders are responsible for public liability event insurance for the intended use of the premises in limits of liability of at least \$2,000,000, naming the Association as additionally insured. A written certificate of such insurance with the premium paid in advance shall be furnished before the use of the premises.
- FOOD SERVICE (If Applicable)
 - Food service is not provided by the Association.
 - Kitchen area NOT provided.
 - Fees include coffee and tea service. EPCAR staff is not responsible for making coffee during the event.
 - Paper products such as paper plates, napkins and silverware are to be furnished by the renting organization.
- ALCOHOL SERVICE (If Applicable)
 - If alcohol is served during an event, the renter is required to provide proof of insurance in advance of the event. A licensed caterer is required to have event insurance that will cover the alcohol service. All attendees who consume alcoholic beverages must be able to present proper identification to prove they are 21 years of age. The renter is responsible for complying with laws relating to alcoholic beverages and informing attendees of those requirements. In addition, he or she should not serve anyone who appears to be intoxicated.

- ADVERTISING

- Any advertising for functions held at the Association which is not sponsored by the Board shall include a disclaimer stating "This is not an East Polk County Association of REALTORS® sponsored event." No signage shall be posted on Association's premises without prior approval of the CEO.

I agree to the rate and to abide by the stated Guidelines.

Name: _____ **Email:** _____

Company: _____

Phone: _____ **Fax:** _____

Rental Dates: _____ **Total Fee:** _____

Authorized EPCAR Signature, Title: _____

CC# _____ **Exp Date** _____ **Code** _____ **Zip** _____

Authorized Signature _____

Refundable Deposit of \$150 is required to hold date. Cancellations in writing 7 days prior to event refundable.

Rental fee is due 24 hours before event.

Please submit completed form to Melody@epcar.com