



Northwest Vermont
REALTOR® Association

Conference Center Rental Request

The NVRA Conference Center is available for rental at an hourly rate as detailed below. Your rental includes access to various presentation tools from audio amplification to an LCD projector and wireless internet, as well as free parking onsite. NVRA also offers the option to stream your meeting through a Logitech Conference Camera.

There is a two-hour minimum for non-member rentals of the classroom space, and a cleaning fee will be charged if food and beverage are served. To make a reservation or request additional information, complete this form and email to katie@nwtrealtor.org.

Please note: our conference space is located on the second floor of our building and is only accessible by stairs.

Rental Rates: Please identify space requested in the box on the left.

	<u>Board Room</u>	<u>Classroom</u>
<u>Half Day</u>	Members: Free Non-Members: \$75	Members: \$85 Non-Members: \$125
<u>Full Day</u>	Members: Free Non-Members: \$125	Members: \$175 Non-Members: \$250
<u>Cleaning Fee</u>	\$90	\$90
<u>Beverage Service</u>	\$35	\$35

Organization: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Date(s) Requested: ____/____/____ to ____/____/____

Anticipated Number of Attendees: _____ Arrival Time: _____ Departure Time: _____

Room Set-Up:

- Theater Style
- Classroom Style
- Board Room Style
- U-Style

The signature below certifies agreement with the General Use Room Regulations listed on the reverse side.

Authorized Signature: _____

Cancellations received less than one week in advance will be subject to full rental fee.

General Use Room Rental Regulations

1. A deposit equal to half the meeting room rental charge will be collected for all non-member facility rentals to secure the space. The deposit will count toward the total balance. **The deposit will be non-refundable for any cancellations within one week of the meeting date(s). The deposit is due at booking.**
2. A/V equipment is provided at no cost to the Renter.
3. All catering needs must be coordinated and paid for by the Renter directly with the caterer.
4. Renters must be on hand to meet any vendors, caterers, set-up people, etc. for which they have contracted prior to the meeting and agree that the NVRA and its staff are not responsible for payment, acceptance, and/or signatures.
5. All non-member facility rentals will also require a valid government issued ID and a valid credit card.
6. This program/event is not sponsored or endorsed by the NVRA.
7. NVRA may require the Renter to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it.
8. All decorations, food, and other items brought in must be removed at the end of the meeting and trash must be placed in receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
9. Federal and State Statutes, Laws, and all local ordinances must be observed.
10. Any applicable sales and use taxes will be applied and are to be paid by the Renter.
11. The party leasing the room shall assume all responsibility for all actions of their guest and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
12. 202 Commerce Street, Williston, VT is a smoke free facility.
13. Attendees agree to not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room rented, common and public areas such as the restrooms.
14. Users shall keep the equipment clean and free from damage from food or drink.
15. Violation of any of the room use regulations may result in the loss of the room use in the future and additional surcharge for damages.
16. Renter agrees that no alcoholic beverages shall be consumed on the premises unless dispensed by a caterer or vendor with the appropriate licenses from the Vermont Department of Liquor Control.
17. Renter acknowledges that the use of the Conference Center is non-exclusive during the rental period and that from time to time there may be another meeting being conducted in other meeting rooms.

Liability

Renter agrees to protect, indemnify, defend, save and hold harmless NVRA and its Officers and Employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of the facility, included, but not limited to, the following:

Damages. Renter is responsible for any loss or damage to the Rental Space, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. Renter agrees and acknowledges that Renter's liability for loss or damages is not limited to the amount of the deposits received by NVRA.

NVRA will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond NVRA's control.

Renter's Property. NVRA is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the Rental period.

Liability for Guests. Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter's guests during the Rental Period, and at any other time such guest is on or around the Rental Space as a result of Renter's use of the Rental Space. NVRA will not be liable for the safety of Renter's guests.

RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS NVRA FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER'S GUESTS DURING THE RENTAL PERIOD.

The Association has the right to cancel the rental contract and deny any future requests for room rental to the applicant if guidelines are not followed.