

GAR Facility Rental

MEETING ROOM RENTAL AGREEMENT

This document will serve as the agreement between the Granbury Association of REALTORS® (GAR), and _____, the “Renter”, as it relates to the rental/use of the GAR Meeting Room. The Renter agrees and acknowledges:

Fees

Meeting room and facilities are rented at the costs shown below. A refundable \$100 deposit is required by **non-members** who rent the facility.

Daytime Rental Rates

	Member Price	Non-Member Price
Half-Day (up to 4 hours)	\$75	\$150
Full Day (up to 8 hours)	\$150	\$250

Hours

Events may be scheduled during regular business hours: 9:00 am - 4:30 pm.

Maximum Room Capacity

Room attendance shall not exceed established room capacity. No seating or standing will be permitted in aisles.

Auditorium: 130 seats

Tables: 100 seats

Reservations

A fully completed Meeting Room Rental Agreement must be submitted in order to confirm meeting room date(s). GAR reserves the right to cancel or reschedule a confirmed event no later than 30 days before the event if it conflicts with a GAR event determined to be a priority.

Any activity, meeting, etc., which GAR staff deems as detrimental to the facility will not be permitted. GAR reserves the right to exclude any group or individual deemed to be a risk to the property or GAR interests. Groups or individuals shall be given equal opportunity regardless of race, color, sex, religion, or national origin.

Clean-Up

The room must be left in the same condition it was received. In addition to the clean-up and/or repairs, a \$100 cleaning fee will be charged if any trash is not placed in the proper containers on the west side of the building (back parking lot), or if the room is not set up as originally found. An additional \$100 will be charged if the alarm system is activated in a non-emergency situation. These fees will be taken directly out of the security deposit or charged to the member’s account.

The security deposit (if applicable), minus any additional charges, clean-up and/or repairs, shall be mailed to Renter together with an itemized list of bids or actual costs for such additional charges, clean-up and/or repairs within 30 days of said event. In the event the security deposit is insufficient to cover all necessary additional charges, clean-up and/or repairs, Renter shall promptly pay the difference upon receipt of notification thereof, with such notification containing an itemized list showing the total of such additional charges, clean-up and/or repairs.

Restrictions

Renter agrees rooms shall not be used for any unlawful purpose or any solicitations. Renter may be asked to vacate if the event extends past the reserved time. Renter must require all participants to observe guidelines and all applicable fire, occupancy, and building codes. Renter is responsible for damage caused by Renter and participants and/or observers of the event or occurring as a direct result of the event.

- Open flames are not permitted. No improvised lights are to be used, such as candles, hurricane torches, lanterns or flammable fuel of any kind.
- No smoking permitted in the building.
- No animals will be permitted in the facility, except those assisting mobility or sight challenged individuals, i.e. Seeing Eye dogs.
- All tables, decorations, displays, etc. must be arranged so that there are clear and unobstructed pathways that do not block emergency exits.
- All decorations must be on a table or free standing. (Nothing may be attached to ceiling, walls, window blinds, fixtures or windows, etc.)
- No storage space is available on a continuing basis to any organization or individual at any time. Decorations, equipment or supplies may be brought in only on the day of rental and during the specified rental period and all decorations, equipment and supplies must be removed by the end of the rental period unless prior arrangements have been made with the GAR Association Executive.
- GAR is not responsible for any items left on the premises or in the rented rooms at any time.
- All caterers and food service providers are responsible for cleaning before leaving.
- Non-secured (i.e. loose) balloons, glitter, stainable food products (such as Kool-Aid, mustard, etc.) and/or bird seed are forbidden.

Cancellations

All cancellations must be in writing via fax or email. 48 hours' notice is required for a full refund. No refunds thereafter.

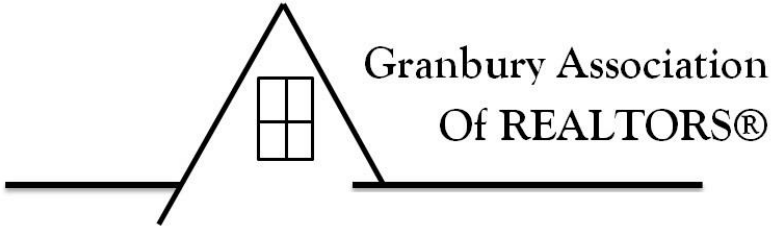
Equipment

GAR can provide a digital projector, dry erase board, microphone, lectern, and projection screen for use on a limited basis at no charge to the renter. Wi-Fi is also available for instructor use. Renter will not tamper with, change or disconnect any equipment owned by GAR. Speakers should plan to arrive a minimum of 30 minutes prior to the start of the program to become familiar with and test the A/V set-up, if necessary. **GAR does not have on-site/on-call A/V technical assistance available.**

Noise levels that disturb other building occupants will not be permitted. Association staff reserves the right to determine if usage of a sound system will disturb other building occupants. Noise violators will be subject to immediate removal from the grounds without refund. Live bands and/or disc jockeys are not permitted without prior approval.

Catering/Food and Beverage

All utensils and supplies necessary for the meeting will be furnished by the Renter. Caterers are not allowed to enter nor have items delivered to the building before the specified rental period. In addition, caterers, or any other individuals are not allowed to leave items in the building after the specified rental period.



**MEETING ROOM RENTAL
AGREEMENT**

Organization: _____

Contact Name: _____

Phone: _____

Email Address: _____

Address: _____

City/State/Zip: _____

Requested Date(s): _____

Start Time/End Time: _____

Fee: \$ _____

I will pay by: Cash Check Credit Card

Brief Description of Meeting Purpose:

Print name of Responsible Party

Signature

Date

Mail checks to:

Granbury Association of REALTORS®
2504 James Rd.
Granbury, TX 76049

Questions? Call GAR at 817-326-2530 – we're always happy to help!

Signing this agreement constitutes approval and acceptance of all details stated herein. This agreement must be signed and faxed to (817) 326-2545 or emailed to support@granburyrealtors.com. You will receive an e-mail confirmation of this room rental booking.

HOLD HARMLESS AGREEMENT

Renter shall indemnify, save and hold harmless the Granbury Association of REALTORS, all members, Board of Directors, and all other employees and agents of GAR from any liability, damages or claims resulting from injury to personal property or the person of, or the death of, any individual present on the property of the Granbury Association of REALTORS when such property is under rental and lease agreement by the Renter.

The Renter has received a copy of the Granbury Association of REALTORS' Rental Policy and agrees to abide by all rules and regulations set forth by the Granbury Association of REALTORS.

WAIVER OF LIABILITY

On behalf of the group listed above, I understand, by my signature below, the fees, conditions and policies provided with, and included within this application and agree to abide by them. The group and all participants assume all responsibility for, and risks and hazards of, use of the Granbury Association of REALTORS' building. In consideration of the Granbury Association of REALTORS allowing the group to use the building, I, on behalf of the group, do hereby release the Granbury Association of all members, Board of Directors, and all other employees and agents of GAR, of any and all claims, demands, rights and causes of action of whatever kind and nature, arising from and by reason of, personal injuries, damages to property, and the consequences thereof, resulting from our participation in the rental activity described above.

REPRESENTATIVE SIGNATURE

DATE

GRANBURY ASSOCIATION OF REALTORS

DATE