



Conference Center Rental Agreement (May 2011) (Member of the Public)

1. Room usage must be arranged with Delta Association Staff at least 15 days in advance.
2. Association staff is not responsible for setup of room and room must be returned to the original setup at conclusion of the function per rules posted in each room. Keys to facility shall be left on table and doors locked upon leaving facility.
3. If there is a charge for the event, a deposit of half the room rate will be expected at sign up.
4. Remainder of room rate will be expected prior to event. Payment may be made by check, cash or Visa, MasterCard.
5. Association must be notified if food will be brought in. A deposit of \$250 will be required. Renter shall be responsible for providing plates, napkins, cups, etc. Limited kitchen facilities are available and must be restored to original condition following event. Keys to facility shall be left on kitchen counter and doors locked upon leaving facility.
6. The use and installation of any decorations must be approved in advance by the Association and removed at the conclusion of the event. No signs, photos, flowers or any objects shall be attached to any wall, ceiling or doors without prior approval.
7. The association does not assume responsibility for the damage or loss of any merchandise or articles left on premises prior to or after an event.
8. As a further condition of this Agreement, renter agrees to defend, indemnify and hold harmless the Association, its agents and employees from any and all claims, liabilities and expenses of any kind arising from injuries or damages sustained to persons or property in, on or around the Association facility arising from or relating to use of the premises during rental period. In this regard, renter shall be responsible for renter guests, trespassers, employees and agents.

COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONES: _____

DATE/TIME OF SEMINAR/TRAINING _____

LENGTH OF SEMINAR/TRAINING _____

Will Food be served? Yes No Will Alcohol be served? Yes No

NO SMOKING IS ALLOWED ANYWHERE IN THE BUILDING.

**Delta Association of Realtors® (DAR)
Conference Center Rental Fee Schedule**

Hours of Use	Rm. A or Rm. B Divider Wall Deployed	Full Room-Both sides Divider Wall Stowed
(4 hours or less)		
8 am – 5 pm. M-F*	\$100 min. chg.	\$200 min. chg.
(over 4 hrs. 8 max.)		
8 am – 5 pm M-F*	\$175	\$300
After normal DAR business hours	Add \$75 for after hour rental	

*\$250 deposit required if serving any food or drink

NON MEMBER Standard Rental Fee

Rental fees for non members using the Conference Center for events such as seminars, lectures, receptions, parties or other group meetings shall pay the standard fees per the schedule above.

If the purpose and use is a program provided to DAR members, (i.e. educational seminar, Professional Development Class, etc.) no fee will be charged for the room providing that the Vendor **expects no monetary gain**. If Admission is charged or if there are sales (present or future) of vendor products or services, a rental fee will be negotiated between the user and DAR.

Total Room Rental Charge: \$ _____

Deposit: \$ _____

Total Due at time of Reservation \$ _____

Method of Payment Cash Check (# _____) MC Visa

Credit Card Number _____ / _____ / _____ / _____ Exp. ____/____

Signature of cardholder

Applicant hereby agrees to abide by the Terms and Conditions as set forth in this Agreement. All agreements for services or items not covered by this Agreement must be in writing.

Authorized Applicant (Signature) **Date** _____

Authorized Delta Association (Signature) **Date** _____