



OBAR MEETING SPACE CONTRACT FOR RENTAL

The following company agrees to abide by the rules and conditions set forth in the attached to rent the:

- Upper Level Classroom (Classroom setup seats 35 or 50 theater-style)
- Main Level Conference Room (Board table seats 16)

COMPANY NAME: _____

CONTACT PERSON: _____

TELEPHONE: _____ Email: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DAY(S) & DATE(S) REQUESTED _____ RENTAL FEE*: \$ _____

AV NEEDS: *Available at no charge - Please check all that you will need:*

- Wi-Fi Internet Connection
- Wired Network Connection for presenter
- Telephone line
- Flipchart-available @ \$20.00

Keurig coffee and bottled water are complimentary. A podium is available.

TIME ROOM TO BE READY BY: _____ # OF PEOPLE ATTENDING: _____

HOUR(S) REQUESTED FROM: _____ TO: _____

PURPOSE / USE OF RENTAL: _____

SET-UP REQUESTS (*additional charge may apply*): _____

SIGNATURE OF PERSON RESPONSIBLE: _____

*Rental Rates are outlined on the next page. Members may request to be billed. Non-Members must pay in advance. This form must be completed, signed and received to confirm rental!

Thank you for selecting & using our facility!

Please email to obar@outerbanksrealtors.com or fax to (252) 441-7524

Office Use Only: Accepted By: _____ Date: _____

Billed: _____ Payment received: _____ Confirmed by Staff: _____



OBAR MEETING SPACE POLICY & TERMS

The Outer Banks Association of REALTORS® (OBAR) meeting space is available for rental **at very reasonable rates!** The room may be used for training sessions, seminars, etc. Rentals are available under the following payment policy guidelines:

Main Level Conference Room Information

Member Rental Rate: Complimentary

Non-Member Rental Rates: \$50 half day, \$100 full day (8:30a-5p)

Upper Level Classroom Information:

Member Rental Rate: \$75 half day, \$150 full day (8:30a-5p)

Non-Member Rental Rates: \$150 half day, \$250 full day (8:30a-5p)

Rental rates include the following:

- 1) Basic classroom set-up for up to 35. Special requested room arrangements may be charged an additional set-up fee of \$ 25.00 such as theater-style (50 seats) or hollow-square. Room may be rearranged by lessee without charge but must be returned to original set-up at conclusion.
- 2) Parking is available for 30 cars. Additional parking is available at Harris Teeter.
- 3) Keurig coffee/tea and bottled water are complimentary.
- 4) Use of OBAR equipment including: Projector (VGA and HDMI connections), amplified speaker, Wi-Fi and wired internet connection, white-board easel and podium. Flipchart available @ \$20.00. Please confirm AV needs when booking.
- 5) A dedicated telephone line is available upon request.
- 6) Community-based charitable (501.c3) organizations may be eligible for waivers of rental rates.

The following are conditions of rental:

- All rentals are subject to leaving the room as found. This includes all clean-up of paper and materials; returning any moved furniture to its original location; etc. Your own food and/or beverage may be brought in; however, this must be cleaned up and "leftovers" removed. A service/damage fee of up to \$100 may be charged if room is not left in satisfactory condition.
- The use of alcoholic beverages will not be permitted. Smoking will not be permitted inside the facility.
- Hours: If rental requires hours outside usual Association operating hours (8:30a – 5p; Monday – Friday), please contact the executive officer to discuss.
- Insurance: Organizations may be required to provide documentation naming OBAR as a covered entity.
- Rental Arrangements: Dates may be arranged by contacting the Association office, (252) 441-4036, and will be available on a first-come, first-serve basis. Telephone reservations will be held on a tentative basis for up to one week, pending receipt of contract.