



3250 67<sup>th</sup> Street · Vero Beach, FL 32967 · (772) 567-3510 · Fax (772) 778-6490 · [www.RAIRC.com](http://www.RAIRC.com)

**Room Rental Agreement**  
(Please Print)

Name of Applicant/Contract: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Day/Date Room Requested: \_\_\_\_\_

Hours of Use: AM \_\_\_\_\_ PM \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Room Descriptions: **Total 5100 square foot.**  
**Half 2550 square foot**

<u>Education Center</u>	<u>Member/Non-Member</u>
Half Room/Full Day	\$300/\$450
Whole Room/Full Day	\$500/\$750
Half Room/Half Day (4 hours)	\$200/\$300
Whole Room/Half Day (4 hours)	\$400/\$600

<u>*Education B (See attached sheet for details)</u>	<u>Members Only</u>
Half Room (3 total hours)	\$75

\*Rentals over 3hrs require regular rental rates / fees. \*\*No use of equipment except tables & chairs. \*Refundable Key deposit (\$100) & Security deposit (\$100) will apply.

<u>Audio/Visual</u>	<u>Member/Non-Member</u>
Projector LCD/Screen	\$75 +tax/\$115 +tax
Over Head Projector	\$50+tax/\$70 +tax
Flip Chart	\$50+tax/\$70 +tax
DVD/VCR	\$50+tax/\$70 +tax
Microphone	\$25+tax/\$45 +tax

<u>Technology</u>	
Wireless Internet	No charge
Key Deposit:	\$100 per key

**\*Services**

\*Janitorial Service \$75

\*\*Set up Instructions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Instructions:

\_\_\_\_\_

\_\_\_\_\_

### General Use Room Rental Regulations

1. To qualify for the member rate, the person or the director of an organization renting and paying must sign the rental contract and be an active member of the REALTORS<sup>®</sup> Association of Indian River County, Inc. (RAIRC). To be affiliated in business or in an organization with a member does not constitute a qualifying association for the member rate. **[Education B, Members only rentals: 3 Hour Flat Rate is available to Members only. The member must be in attendance at the scheduled meeting. This flat rate for rental will apply to Education room B for the purpose of sales and business meetings only. August 2012]**
2. Date and time confirmation is guaranteed when a signed contract, copy of liability insurance, payment in full, and security deposit are received by the REALTORS<sup>®</sup> Association of Indian River County, Inc. The use of the facilities shall be strictly confined to the limits set fourth in the lease. The rental is on “four wall” basis and includes lighting, climate control, water, room setup, rest room facilities and standard housekeeping services.  
  
Events Specifications plus the names and phone numbers of caters (if approved), musicians, florists, ect., are to be provided to the Rental Coordinator at RAIRC at least two weeks in advance so ample time can be given to make any special arrangements. Music licensure fees are the responsibility of the Lessee. **[Education B, Members only rentals: The room can not be reserved at this rate more than 30 days in advance. August 2012]**
3. A \$500 security deposit is required. Renter assumes all financially responsible for any and all damage to the Building, Rooms and Grounds which occur during the term of the rental agreement. The security deposit will be held and the entire deposit will be refunded within thirty (30) days after the function, if everything is satisfactory. At the end of the event the Association will assess any damage to the facilities and document the damage with photographs. The report will be given to the Rental Coordinator for action and fee assessment. The renter understands that such liability is not limited to the amount of the security deposit. **[Education B, Members only rentals: There will be a \$100 refundable damage deposit collected as well as the \$100 key deposit. This rate does not include use of any equipment other than tables and chairs. August 2012]**
4. Payment & Cancellation Policy: room rental fees must be paid in full order to hold the rental date. If a scheduled room rental is cancelled by the renter within (10) business days of the rental, a \$100 administrative fee will be charged per room rented, per day reserved. If a scheduled room rental is cancelled by RAIRC, no fee with be charged. **[Education B, Members only rentals: Flat Rate of \$75 must be paid in advance at the time the room is held for rental. The aforementioned cancellation**

**policy will apply. Rentals over 3 hours require regular rental rates.**

*August 2012]*

5. Due to the limited parking spaces at RAIRC, events are limited to no more than 200 people. **[Education B, Members only rentals: The maximum number of occupants for the room is 60. August 2012]**
6. **\*\*Set-up instructions.** Renter will specify room set-up instructions on page 1 of this room rental agreement; if the set-up instructions line is left blank, the Renter will get the room as is. For any changes to the specified set-up, Renter must give 48 hours notification of the change or the Renter will be responsible for the set-up themselves, The Renter also has the option to rent the Janitorial services if needed. Please see page 1 of the room rental agreement under **\*Services.** The Renter is responsible for cleaning the room after use, Trash must be taken to the dumpster, which is located in the back of the building. In addition, please make sure to clean tables off and vacuum if needed, if tables and chairs have been rearranged, they must be returned to their original positions. **[Education B, Members Only rentals: The renter will be responsible for any changes they desire in room set up and if the room set up is changed, the renter is responsible to return the room set up to the exact layout it was in at the time of rental. Set up and break down time is to be handled within the 3 hours flat rate time frame. No exceptions will be allowed. August 2012]**
7. **Key deposit:** Lessee will receive one key for the entrance to the room, and a deposit of \$100 per key must be paid when picked up. If your rental ending time is after business hours, the key is to be returned by noon the next business day, if you are reoccurring renter, RAIRC will hold the deposit. Once your key is returned, the deposit will be refunded. If not returned, RAIRC will keep the \$100. **[Education B, Members only rentals: must abide by the same aforementioned key deposit guidelines. August 2012]**
8. You must include the following disclaimer on all written materials distributed or printed in reference to your program: *This program/event is sponsored by (insert your group or individual name here) and is not sponsored or endorsed or in any way affiliated with the REALTORS<sup>®</sup> Association of Indian River County, Inc. Signs/Flyers are NOT allowed to be posted on the premises unless approved prior to room rental by the Board of Directors. [Education B, Members only rentals: must abide by the same aforementioned disclaimer guidelines. August 2012]*
9. The renter shall keep the leased premises insured, at its sole cost and expense, against claims for personal injury or property damage under a policy of general public liability insurance, with limits of at least \$1,000,000 for bodily injury, \$1,000,000 for property damage, and \$2,000,000 aggregate. Such policy shall name the Lessor and the Lessee

as the insured. The Lessee shall deliver to the Lessor certificates of insurance certifying that such insurance is in full force and effect with the signed contract.

If alcohol is to be served for an event, the Lessee must also obtain a special events policy and provide a copy with the signed contract with limits of at least \$1,000,000 each occurrence, & 2,000,000 aggregate; and liquor liability of \$1,000,000 each occurrence, \$2,000,000 aggregate and RAIRC must be listed as the additional insured.

10. Lessee may not under any circumstance bring in any food or beverage items into the Education Center. RAIRC can provide a list of caterers allowed. If there is a caterer not on the RAIRC list a request can be made to add them to the list. Please contact the rental administrator. **[Education B, Members only rentals: No Food or Drinks allowed. August 2012]**
11. By state law, no one under 21 may serve or be served alcoholic beverages. Beer kegs must remain in the kitchen unless a double barreled container. The Health Department requires that all food served FOR RESALE must be prepared by licensed caterers approved by the Rental Coordinator. Alcoholic beverages shall not be sold under any circumstances upon the leased premises. Alcoholic beverages may be consumed on the leased premises, but only if Lessee has procured insurance covering legal liability for the act of serving or furnishing alcoholic beverages to third persons. The Lessee may not sell souvenirs, DVDs and programs WITHOUT PRIOR APPROVAL from the Rental Coordinator.
12. Smoking will be confined to the outside entrance walkways areas. NO SMOKING IS PERMITTED ANYWHERE IN THE BUILDING AT ANY TIME. THE SECURITY DEPOSIT WILL BE FORFEITED IF SMOKING HAS OCCURRED INSIDE THE BUILDING. No smoke machines can be used as part of an event or entertainment due to fire alarm sensitivity. No gambling of any type is allowed. Lessee's use of the Premises shall not disturb or interfere with the activities of RAIRC on the property nor shall Lessee's use constitute a nuisance to any adjacent property owner or occupant. Due to City noise ordinances, lessees must control noise after 11:00pm. Lessee will be liable for the behavior of their guests at all times. Children are welcome provided there is adult supervision. Lessee shall not assign this Agreement or any part thereof, nor suffer use of said facilities other than herein specified, without written consent of RAIRC. **[Education B, Members only rentals: Monday – Friday 8:00am – 5:30pm only. Not available for this rate at any other times. Rate available for Education B rentals for the sole purpose of sales and business meetings of the room and still allow for rentals and use for the Association events, classes, meetings, etc. The limit of 3 hours will allow the Association to continue to have classes, etc. August 2012]**

13. Decorating time must be arranged in advance with the Rental Coordinator and must not interfere with normal business activities of the Association. In the event of a scheduling conflict, Association scheduling takes precedence. If decorating or setup is done after office hours and/or on weekends a charge may apply.

The following items will NOT be permitted when decorating the walls, floor or ceiling: Bolts - Screws - Nails - Staples  
Scotch Tape - Electric Tape - Duct Tape - Glue

Angel hair and glitter are NOT permitted. Plaques, pictures and Association displays in the hallways will not be removed. Rice and confetti is NOT allowed. If any is thrown in or outside the building the cleanup fee of \$125 will apply. Birdseed is permitted to be thrown outside the building. Only candles enclosed in glass are permitted.

Consult the Rental Coordinator while planning your decorations if you need assistance or have questions.

14. **Indemnity:** RAIRC SHALL NOT BE LIABLE TO LESSEE, ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS GUESTS, OR OTHER PERSONS AT THE PREMISES FOR, ON BEHALF OF, OR AT THE INVITATION OF LESSEE, FOR INJURY TO ANY PERSON, NOR FOR LOSS OF OR DAMAGE TO PROPERTY (INCLUDING PROPERTY OF LESSEE) OCCURRING IN OR ABOUT THE FACILITIES FROM ANY CAUSE WHATSOEVER, UNLESS CAUSED BY GROSS NEGLIGENCE OF RAIRC.

Lessee hereby indemnifies and holds Lessor harmless against all liabilities, claims and demands for personal injury or property damage arising out of or caused by act or omission of Lessee, its agents or employees arising in or about the premises at any time from the effective date of this agreement until lease has terminated.

In the event, RAIRC is required to employ an attorney to enforce the terms and conditions of this agreement; the Lessee shall pay to RAIRC a reasonable attorney's fee whether or not a legal action is filed or a judgment is obtained.

The REALTORS® Association of Indian River County, Inc. or its employees shall not be responsible for any merchandise and/or equipment left in or on the property.

Carol Hawk, Lessor: \_\_\_\_\_ Date: \_\_\_\_\_  
CEO, REALTORS® Association of Indian River County, Inc.

By Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

## **\*Education B**

1. \$75 Flat Rental Rate to accommodate Member Sales or Business Meetings in Education Room B only.
2. The purpose of this rate is to allow for rentals for sales and business meetings of the room and still allow for rentals and use for the Association events, classes, meetings, etc. The limit of 3 hours will allow the Association to continue to have classes, etc.
3. 3 hour Flat Rate includes: \$75 flat rate fee, a \$100 *refundable* Damage Deposit and a \$100 *refundable* Key Deposit (***Total Due at time of scheduling, \$275***).
4. The \$75 fee along with security deposits **must be paid in advance** at the time the room is held for rental.
5. Rate available for rentals Monday - Friday 8:00am - 5:30pm only. Not available for this rate at any other times.
6. The room can not be reserved at this rate more than 30 days in advance.
7. This rate is available to Members only; the member must be in attendance at the scheduled meeting(s).
8. This rate does not include use of any equipment other than tables and chairs. No exceptions.
9. No Food or Drink will be allowed at or served during the rental time. No exceptions.
10. The renter will be responsible for any changes they desire in the room set up.
11. If the room set up is changed, the renter is responsible to return the room set up to the exact layout it was in at the time of rental.
12. Set up and break down time is to be handled within the 3 hours flat rate time frame. No exceptions.
13. The maximum number of occupants allowed for Education B, is 60.