

Navarre Area Board of REALTORS® Conference Room Rental Agreement

Today's Date: _____ Event Date: _____ Time: _____
Contact: _____ Organization: _____
Address: _____ City, ST, Zip: _____
Telephone: _____ Approximate # in Attendance: _____
Meeting Type: _____
Recurring? YES / NO. If yes, please specify: _____

SELECT EVENT TYPE / DURATION (Please allow for your set up time in booking arrangements)

Non-Profit, Church

Tax can only be exempted on production of organization's Tax ID # _____
Rented in 4 hours increments (8am – noon) (1pm – 5pm) (6pm – 10 pm) unless by arrangement

1. Half Day Minimum / Not to exceed Four Hours

_____ \$50 (Food/Beverage NOT permitted) **OR** _____ \$65 (Food/Beverage permitted)

2. Full Day / Not to Exceed Eight Hours

_____ \$100 (Food/Beverage NOT permitted) **OR** \$105 (Food/Beverage permitted)

Corporate, Private, Civic Hire

*Rates in **BOLD** include tax @ 7%*

Rented in 4 hours increments (8am – noon) (1pm – 5pm) (6pm – 10 pm) Note: No access permitted prior to booking

1. Each Four Hour Increment

_____ **\$80.25** (Food/Beverage permitted)

2. Full Day / Not to Exceed Eight Hours

_____ **\$160.50** (Food/Beverage permitted)

Other Charges

_____ **\$26.75 Internet Access (check if required)**

_____ **Cash Cleaning & Damage Deposit Required/Amount to be determined at time of booking.** Must be paid at time of booking to secure booking. (Will be returned if conference room checklist requirements have been satisfied and the key is returned within 48 hours).
No tax on cleaning deposit

TOTAL DUE 14 days prior to the event: \$ _____. Key can be picked up 24 hours prior to event.

**Please make checks payable to NABOR - Mail to:
1917 Navarre School Road, Navarre, FL 32566**

I HEREBY ACCEPT RESPONSIBILITY FOR ABIDING BY THE RULES AND REGULATIONS FOR THE USE OF THE CONFERENCE ROOM AND HAVE SIGNED SHEET #1 (Rental Request) #2 (Checklist) & #3 (User Permit). AS MY ACCEPTANCE. I FURTHER UNDERSTAND THAT IF I DO NOT USE THE CONFERENCE ROOM DURING THE TIME I SCHEDULED, AND I DID NOT CANCEL AT LEAST 14 DAYS PRIOR TO THE SCHEDULED TIME, THE **CLEANING/DAMAGE DEPOSIT WILL BE FORFEITED**. I UNDERSTAND THAT THE NAVARRE AREA BOARD OF REALTORS WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS THAT ARE LEFT IN THE CONFERENCE ROOM, PRIOR TO OR AFTER MY EVENT.

Signature: _____ **Key Issued:** _____

CHECKLIST FOR NABOR CONFERENCE ROOM

In case of emergency, call 911

Immediately following your event, please ensure the following items are completed for a full return of your deposit:

- Trash picked up, trash cans emptied, new liners placed, and used trash bags placed in the dumpster near the tree on the south side of the parking lot
- Thermostat set on 65 in cool months, 80 in warm months
- Tables & chairs wiped off and returned to storage area
- Floors swept
- Remove all decorations, including tape, etc
- Kitchen cleaned and all appliances turned off (oven, etc)
- All lights turned off including hallway and bathrooms
- All faucets turned off (kitchen and bathrooms)
- Doors locked (front, back, and side)

Key should be returned to the NABOR office during business hours *within 48 hours of event*.

I have read and understood the above requirements and am aware that failure to comply with any of the above will mean the forfeiture of my deposit.

Signed_____ Date_____

NABOR Conference Room

USER PERMIT

1. The Navarre Area Board of Realtors® reserves the right to refuse the use of any of the facilities at the Conference Room to anyone, at its discretion.
2. Rental terms shall be as per the agreement.
3. User Rental Fee must be paid on or before the date of the Event.
4. If any portion of the conference room is damaged by the User or the User's attendees it will be the responsibility of the User to restore the facilities to its former condition and to assume the expenses of such restoration.
5. User to comply with Seating Capacity of Conference Room.
6. No Alcoholic Beverages are allowed on the Premises.
7. All Events involving minors or student groups must be adequately chaperoned.
8. There shall be **No Smoking** in the Meeting Room whatsoever.
9. If food and/or drinks are served, **linen** or **paper** tablecloths **must** be used on banquet tables. The User will assume the cost of this expense.
10. If the Kitchen Facilities are used with the Conference Room, the User will be responsible for washing and cleaning of all kitchen equipment and utensils.
11. If possible, decorating should be done the same day of the event. This is to avoid unnecessary use of the facilities and the conflicting schedules of other organizations. If this is not possible, the facilities may be used for decorating purposes prior to the event, by paying the normal fee for the additional part of the day.
12. Decorations, decorating equipment and/or other paraphernalia brought in by the User, must be removed from the facility immediately following the Event unless other arrangements have been made with NABOR Staff.
13. No Sign, Picture, Poster, Notice or Advertisement shall be Inscribed, Painted, Taped, or Affixed with Nails, Hooks, Tacks, Screws or any type fasteners to the walls, doors, etc. of the Facility. The NABOR Staff will be happy to instruct the User as to the proper decorating procedure.
14. The operation of any engine, motor or the use of oils, burning fluids, camphene, kerosene, naptha, gasoline or any explosive, odorous liquid or gas on the premises is prohibited.
15. No chair, table, movable seat, stand or other obstruction of any kind will be placed so as to remain in the aisles, passageways and doors of said building, and to keep said aisles, passageways and doors clear at all times.
16. **The room is not suitable and unavailable for rent for baby showers, parties, wedding receptions, banquets, dance classes and gym groups.**
17. Any activity where a third party fee is charged, shall require NABOR to be named as a "second insured" on the lessee's liability policy in the amount of \$1,000,000.
17. Navarre Area Board of REALTORS® (NABOR) shall not be responsible for any damages, or injury that may happen to the Lessee or to the Lessee's agent, servants, employees, patrons or property from any cause whatever, prior, during or subsequent to the period covered by this lease; and the said Lessee hereby expressly releases said NABOR and its officers, employees and members from and agrees to indemnify it and them against any and all claims for such loss, damage or injury.

Organization/Individual Using Facility: _____

I hereby agree to abide by the above Rules and Regulations of the NABOR Conference Room.

User Signature

Date

Witness

Copy for NABOR file, copy for renter