



Navarre Area Board of REALTORS® Conference Room Rental Agreement
The room is suitable for real estate industry & educational events only

Today's Date:	Organization:	Telephone:
_____	_____	_____
Event Date:	Address:	Approximate # in Attendance:
_____	_____	_____
Time: _____		
Contact:	City, ST, Zip:	Meeting Type:
_____	_____	_____

Email Address: _____

Recurring? YES / NO. If yes, please specify: _____

SELECT EVENT DURATION & ADDITIONAL REQUIRMENTS (Please allow for your set up time in booking arrangements)

*Rates in **BOLD** include tax @ 5.5% NABOR members receive 25% discount
Rented in 4 hours increments (8am – noon) (1pm – 5pm) (6pm – 10 pm) Note: No access permitted prior to booking*

1. Each Four Hour Increment

2. Full Day / Not to Exceed Eight Hours

_____ **\$105.50**

_____ **\$211.00**

_____ **\$25 Kitchen facilities (check if food or beverage will be served)**

_____ **\$26.45 Internet Access (check if required)**

_____ **\$100 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.

Deposit Checklist

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, ALL 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 original layout
- Floors vacuumed or swept as necessary.
- 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)
- Parking lot cleared of any trash

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.

