

## Conference Center Rental Agreement

Date of Request: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Date(s) Room Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Board Room (maximum of 16 people)**

- Full Day (8:00am – 5:00pm)
- Half Day
  - 8:00am – 12:00pm
  - 1:00pm – 5:00pm
  - 5:30pm – 9:30pm

**Class Room (maximum 48 people)**

- Full Day (8:00am – 5:00pm)
- Half Day
  - 8:00am – 12:00pm
  - 1:00pm – 5:00pm
  - 5:30pm – 9:30pm

Anticipated Number of Attendees: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**Room Rental Rates**

**Board Room (maximum 16 people)**

**Half day rental**

NVBR Member and Tenant Rate: \$50.00  
Non-Member Rate: \$75.00

**Full day rental**

Member Rate - \$75.00  
Non-Member Rate - \$100.00

**Classroom (maximum 48 people)**

**Half day rental**

Member and Tenant Rate: \$100.00  
Non-Member Rate: \$150.00

**Full day rental**

Member and Tenant Rate: \$150.00  
Non-Member Rate: \$250.00

**AV/Equipment Needed:**

- Internet connection
- LCD Projector
- Free wireless internet (Wi-Fi)

**Room Table Set-Up Style:**

- Theater Style (*Classroom 48 / Board Room 16*)
- Classroom Style (*Classroom 48 / Board Room 12*)
- Board Room Style (*Classroom 22 / Board Room 12*)
- U-Style (*Classroom 24*)

Coffee/Tea Service (\$3.00 per person):

Requested                       Declined

Soda, bottled water, juice: \$2.00 per can (based on consumption)

Requested                       Declined

I agree to the General Use Room Rental Regulations listed on the reverse side.

Authorized Signature: \_\_\_\_\_

***Cancellations received less than one week in advance will be subject to full rental fee.***

## General Use Room Rental Regulations

The Northwestern Vermont Board of REALTORS® offers desirable meeting room space rentals when our classrooms are not in use. Are you looking to rent meeting space or training space for a reasonable fee? Don't look any further.

Clean, modern and nicely decorated, our classroom and board room are well equipped for seminars and a variety of programs. Classroom meeting space can be set-up Classroom Style, U-Style, or Theater style. All classrooms are equipped with overhead projectors, screen, and internet connection.

### Conditions for use

1. A/V equipment is provided at no cost to the Renter. Coffee service is available at an additional charge. All catering needs must be coordinated and paid for by the Renter directly with the caterer.
2. Renters must be on hand to meet any vendors, caterers, set-up people, etc. for which they have contracted prior to the meeting and agree that the NVBR and its staff are not responsible for payment, acceptance and/or signatures.
3. A deposit equal to the meeting room rental charge may be collected for all non-member facility rentals. The deposit will be refunded if the facility, restrooms and kitchen are left clean, the table and chair arrangement is put back in its original order and all furnishings and audio/visual equipment is undamaged. **The deposit will be non-refundable for any cancellations within one week of the meeting date.**
4. All non-member facility rentals will also require a valid government issued ID and a valid credit card.
5. This program/event is not sponsored or endorsed in any way affiliated with the Northwestern Vermont Board of REALTORS® (NVBR).
6. NVBR may require the Renter to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it.
7. The requesting entity is responsible for cleaning the room after use. All decorations, food, and other items brought in must be removed at the end of the meeting and trash must be placed in receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
8. Federal and State Statutes, Laws and all local ordinances must be observed.
9. Any applicable sales and use taxes will be applied and are to be paid by the Renter.
10. The party leasing the room shall assume all responsibility for all actions of their guest and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
11. 202 Commerce Street, Williston, VT is a smoke free facility.
12. Attendees agree to not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room rented, common and public areas such as the restrooms.
13. Users shall keep the equipment clean and free from damage from food or drink.
14. Violation of any of the room use regulations may result in the loss of the room use in the future.
15. Renter agrees that no alcoholic beverages shall be consumed on the premises unless dispensed by a caterer or vendor with the appropriate licenses from the Vermont Department of Liquor Control.
16. Renter acknowledges that the use of the Conference Center is non-exclusive during the rental period and that from time to time there may be another meeting being conducted in other meeting rooms.

### Liability

Renter agrees to protect, indemnify, defend, save and hold harmless NVBR and its Officers and Employees from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of the facility, included, but not limited to, the following:

**Damages.** Renter is responsible for any loss or damage to the Rental Space, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. Renter agrees and acknowledges that Renter's liability for loss or damages is not limited to the amount of the deposits received by NVBR.

NVBR will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond NVBR's control.

**Renter's Property.** NVBR is not responsible for items belonging to Renter or Renter's guests that are lost, stolen, or damaged during the Rental period.

**Liability for Guests.** Renter is, and hereby acknowledges that it is, liable for the actions and behavior of Renter's guests during the Rental Period, and at any other time such guest is on or around the Rental Space as a result of Renter's use of the Rental Space. NVBR will not be liable for the safety of Renter's guests.

**RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS NVBR FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF RENTER AND RENTER'S GUESTS DURING THE RENTAL PERIOD.**

If all guidelines are not followed, the association has the right to cancel the rental contract and deny any future requests for room rental to the applicant.

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Please fill out and this form and return to NVBR. We will contact you within 24 hours of receipt to confirm the availability.

202 Commerce Street, Unit #200, P.O. Box 814, Williston, VT 05495  
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