

THE SOUTHEAST VALLEY REGIONAL ASSOCIATION OF REALTORS® Conference Center Rental



Private & Corporate Events, Celebrations, Receptions & Fundraisers

The SouthEast Valley Regional Association of REALTORS® Conference Center is designed to accommodate many special occasions. Our spacious event facility has played host to a variety of corporate and non-profit functions, along with special events such as wedding receptions and retirement parties. Our facility is complete with all the necessary technology to meet your specific needs. We cover the essentials and you provide the creativity!

ROOM TYPE	RENTAL HOURS			ROOM DETAILS		SEATING PREFERENCES				
	2-4 hrs.	4-6 hrs.	6-9 hrs.	Dim.	sq. ft.	Classroom	Theatre	Chevron	Banquet	Board Room
Full Conference	\$415.00	\$605.00	\$880.00	50' x 64'	3,200	140	280	140	176	n/a
East Conference	\$210.00	\$305.00	\$440.00	50' x 32'	1,600	70	90	n/a	88	n/a
West Conference	\$210.00	\$305.00	\$440.00	50' x 32'	1,600	70	90	n/a	88	n/a
Board Room	\$178.00	\$260.00	\$374.00	32' x 24'	768	22	n/a	n/a	n/a	18
Executive Room	\$159.00	\$221.00	\$348.00	14' x 20'	280	10	n/a	n/a	n/a	12

FAQ:

Is a deposit required to book the facility?

A non-refundable deposit of \$100 (minimum) is required to hold Lessee's reservation. This deposit is applicable toward the balance of the rental fee.

May I bring my own caterer and/or food to the facility?

Yes, you are responsible for providing your own caterer. Food may be warmed/stored in the facility kitchen. However, the stove may not be used for cooking food.

How will the tables be decorated?

You are responsible for supplying all table linens as well as decor. SEVRAR does have table linens available to rent at a nominal fee. (Colors include: black and white linens, and blue satin table runners).

How early may I come and decorate?

You are required to contact the Event Coordinator at least (2) weeks prior to your event date to make arrangements for floor setup, decorating times, as well as to review any additional details. You will have 30 minutes to set up and 30 minutes to tear down if needed. This time is included in your rental fee.

What if I cancel?

Should it become necessary to cancel your event after the contract is signed, the Lessee agrees to pay within 30 days after written notification of the cancellation as follows: 14 days or less: 50% of total rental fee; 30 days to 15 days: 25% of total rental fee; or more than 60 days: no cancellation fee. **All reimbursements exclude the non-refundable deposit.**

How late can I have my reception?

Your reception will need to conclude no later than 11 p.m. to begin cleanup. You must have the facility cleaned and vacated no later than midnight.

I want alcohol available to my guests, how does that work?

All alcohol arrangements must be made in advance through an approved bartending service. Kegs are NOT permitted. A signed copy of the bartender service agreement must be provided along with the certificate of insurance naming SEVRAR as the on-site venue. These documents must be provided no later than one week prior to the event date.

My guests will conduct themselves in an orderly fashion, we won't need security.

SEVRAR requires security for all underage events, and events that include alcohol on-site, and groups more than 100 people. It will be at the discretion of the Association which additional events require security services and an additional fee will be required.

*Number seated is based on room setup

Classroom	Theatre	Banquet (8 seats per table)

BEVERAGE/FOOD SERVICE

Coffee (1 - 50 attendees)	\$35.00
Coffee (51 - 100 attendees)	\$50.00
Water Cooler	\$15.00
Popcorn Machine (serves 30 attendees)	\$50.00
Additional Popcorn (serves 30 attendees)	\$10.00

MISC. RENTALS

Dance Floor	\$24.00
Courtyard	\$50.00
Kitchen	\$50.00
Portable Bar	\$50.00 ea.
Additional Cleaning	\$20.00 hr.
Additional Set Up & Tear Down Time	\$100.00 hr.
Security Officer (3 hr. min. required)	\$40.00 hr.

EQUIPMENT RENTALS

Table Cloth Rental	\$7.00 ea.
LCD Overhead Projector	\$25.00
Lavaliere Microphone	\$25.00
Cordless Microphone	\$25.00
Podium	\$0.00
White Board (w/ dry erase markers)	\$0.00
Flip Chart Easel (w/markers)	\$40.00
Registration Table	\$0.00
Stage/Risers (\$15 per 8" Section)	\$15.00 +

Contact information:

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SouthEast Valley
REGIONAL ASSOCIATION OF REALTORS®