

# SEVRAR RENTAL AGREEMENT



## CONTACT INFORMATION

Full Name	Company	Email Address
Mailing Address	Suite/Building #	City/State/Zip Code
Mobile Phone	Company Phone	Fax Number
How did you hear about us?		

## EVENT INFORMATION

Event Title	Event Contact	Link to Event info.	Included Attached Event File?
Date of Event	Day of Week	Type of Function	Total Number Attending Event
Event <u>Start</u> Time	Event <u>End</u> Time (no later than 11 pm)	Preferred Setup Time on Day of Event	<i>+Teardown Begin Time (no later than 11 pm facility must be cleaned and vacated by midnight)</i>

## ROOM RENTAL DETAILS

<input type="radio"/> <b>FULL Conference</b> <input type="checkbox"/> Classroom (140 Max) <input type="checkbox"/> Theatre (280 Max) <input type="checkbox"/> Chevron (140 Max) <input type="checkbox"/> Banquet (176 Max)	<input type="checkbox"/> 2 - 4 hours: \$415.00 <input type="checkbox"/> 4 - 6 hours: \$605.00 <input type="checkbox"/> 6 - 9 hours: \$880.00 \$ _____
<input type="radio"/> <b>EAST Conference</b> <input type="checkbox"/> Classroom (70 Max) <input type="checkbox"/> Theatre (90 Max) <input type="checkbox"/> Banquet (88 Max)	<input type="checkbox"/> 2 - 4 hours: \$210.00 <input type="checkbox"/> 4 - 6 hours: \$305.00 <input type="checkbox"/> 6 - 9 hours: \$440.00 \$ _____
<input type="radio"/> <b>WEST Conference</b> <input type="checkbox"/> Classroom (70 Max) <input type="checkbox"/> Theatre (90 Max) <input type="checkbox"/> Banquet (88 Max)	<input type="checkbox"/> 2 - 4 hours: \$210.00 <input type="checkbox"/> 4 - 6 hours: \$305.00 <input type="checkbox"/> 6 - 9 hours: \$440.00 \$ _____
<input type="radio"/> <b>BOARD Room</b> <input type="checkbox"/> Board Room (18 Max)	<input type="checkbox"/> 2 - 4 hours: \$178.00 <input type="checkbox"/> 4 - 6 hours: \$260.00 <input type="checkbox"/> 6 - 9 hours: \$374.00 \$ _____
<input type="radio"/> <b>EXECUTIVE Room</b> <input type="checkbox"/> Executive (12 Max)	<input type="checkbox"/> 2 - 4 hours: \$159.00 <input type="checkbox"/> 4 - 6 hours: \$221.00 <input type="checkbox"/> 6 - 9 hours: \$348.00 \$ _____
<input type="radio"/> <b>WEDDING Package</b>	<input type="checkbox"/> 6 hours of Facility Use: \$1500.00 \$ _____

## EQUIPMENT RENTALS

<input type="radio"/> Table Cloths	\$7.00 ea.
<input type="radio"/> LCD Overhead Projector	\$25.00
<input type="radio"/> Lavalier Microphone	\$25.00
<input type="radio"/> Cordless Microphone	\$25.00
<input type="radio"/> Podium	\$0.00
<input type="radio"/> White Board (w/ dry erase markers)	\$0.00
<input type="radio"/> Flip Chart Easel (w/ markers)	\$40.00
<input type="radio"/> Registration Table	\$0.00
<input type="radio"/> Stage/Risers (\$15 per 8' section, per event)	\$15.00+
<input type="radio"/> Dance Floor	\$240.00
<input type="radio"/> Red Carpet Runner (4' x 25' at SEVRAR)	\$25.00
<input type="radio"/> Red Carpet Runner (4' x 25' outside of SEVRAR)	\$75.00

## MISC. RENTALS

<input type="radio"/> Courtyard	\$50.00
<input type="radio"/> Kitchen	\$50.00
<input type="radio"/> Additional Cleaning	\$20.00 hr.
<input type="radio"/> Additional Setup & Teardown Time	\$100.00 hr.
<input type="radio"/> Security Officer (3 hr. minimum required)	\$40.00 hr.

## BEVERAGE/FOOD SERVICE

<input type="radio"/> Coffee Service (1-50 attendees)	\$35.00
<input type="radio"/> Coffee Service (51-100 attendees)	\$50.00
<input type="radio"/> Bottled Water (per case)	\$10.00
<input type="radio"/> Popcorn Machine (30 attendees)	\$50.00
<input type="radio"/> Additional Popcorn (Additional 30 attendees)	\$10.00
<input type="radio"/> Portable Bar	\$50.00 ea.

**\*After Hours Rentals (Rentals after 5 p.m.) are an additional \$50.00**

**ALCOHOL/BARTENDERS:** SEVRAR requires use of licensed/bonded bartender services at events when alcohol is being served. You may not charge your guests for alcoholic beverages. For more information please contact the Event Coordinator and refer to SEVRAR's Alcohol and Beverage Policy.

**SECURITY:** SEVRAR requires security for all underage events, and events that have alcohol on-site. It will be at the discretion of the Association which additional events require security services and an additional fee will be required.

**FOOD:** SEVRAR does not provide food services for events. You are responsible for providing your own caterer. Food may be warmed/stored in the facility kitchen. The stove may not be used for cooking food.

**SETUP/TEARDOWN:** You are required to contact the Event Coordinator at least 2 weeks prior to your event date to make arrangements for floor setup, as well as to review any additional details. A 30 minute set-up and 30 minute tear down time is included in the rental pricing. Extra set-up and teardown time are priced per hour.

**Music:** A music license is required for all "non family/friends" events

## RULES AND REGULATIONS

It is agreed, by and between the SouthEast Valley Regional Association of REALTORS® (SEVRAR), an Arizona corporation, and the undersigned Lessee:

1. Lessee agrees to abide by the Rules and Regulations of the Association.
2. A non-refundable deposit of \$100 (minimum) is required to hold Lessee's reservation. Wedding packages require a non-refundable deposit of \$500 at the time of booking to reserve your desired date. Deposits are applicable toward the balance of the rental fee.
3. All NSF checks received will be charged a \$50.00 service fee.
4. The remaining balance for the leased event is due and payable to the Association by certified funds, (i.e. cashiers check, money order, guaranteed check, cash, or credit card) thirty (30) days prior to the leased event.
5. In its use of the room/rooms or areas, the Lessee agrees to comply with all applicable state, county and City of Mesa laws, ordinances, and regulations.
6. The Association is not liable for any lost or stolen articles.
7. The Lessee agrees to pay (at the published rental rate) for any additional hours, which the room or rooms and areas are used beyond the hours contracted for, whether used before or after the hours contracted for, upon prior arrangements with the Association. A thirty (30) minute set-up and teardown time frame is included in the rental pricing.
8. The Lessee agrees to remove all trash, decorations, or other type of litter which accumulated during the use of the premises, place such materials in the approved garbage receptacles, and leave the room/rooms or areas, including kitchen, in a clean condition. Failure to comply with these procedures may result in the partial or full loss of security deposit upon building inspection.
9. The Lessee agrees to "no smoking" within the facilities or the courtyard; only marked smoking areas are to be used.
10. The Lessee shall not injure, nor mar, nor in any manner deface said premises, and shall not cause or permit anything to be done whereby the said premises shall be in any manner injured, marred or defaced; and will not drive or permit to be driven nails, hooks, tacks, staples, or screws into any part of the building or furniture, and will not make, nor allow to be made, any alterations of any kind to said building.
11. If premises, or any portion of said building, during the term of this agreement shall be damaged by the act, default or negligence of the Lessee's agents, employees, patrons, guests, or any person admitted to said premises by the Lessee, the Lessee will pay to the SouthEast Valley Regional Association of REALTORS®, upon demand, such sum as shall be necessary to restore said premises to their present or required improved condition. The Lessee hereby assumes full responsibility for the character, acts and conduct of all persons admitted to said premises, or to any portion of said building by the consent of the said Lessee, and the Association will hire security to maintain order and protect persons and property.
12. In the event of any action or proceeding brought by either party against the other under this Lease Agreement, the prevailing party shall be entitled to recover for the fees of its attorneys and costs and expenses related thereto in such action or proceeding in such amount as the court may adjudge reasonable as attorneys' fees, costs and expenses.
13. A music license is required for all "non family/friends" events.

Lessee Initials

## SEVRAR ALCOHOL BEVERAGE POLICY

All alcohol usage arrangements must be made in advance through an approved bartending service. Kegs of alcohol are NOT permitted. Spirituous liquors may not be served unless they are served in a private function, which means that only persons specifically invited are in attendance and there is not general invitation to the public, and no spirituous liquor may be sold or served in connection with a meal which is paid for by guests.

\_\_\_\_\_ Alcohol **will not be** served at my event

\_\_\_\_\_ Alcohol will be served at my event

**Special note:** 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.

Lessee Initials

I understand having alcoholic beverages served at my function will require an additional security fee and will be added to my final bill. No alcohol is permitted outside of the facility, including the parking lot. Minors are not allowed to consume alcohol. SEVRAR assumes no responsibility or liability for alcohol served on premises.

Lessee Initials

## FORCE MAJEURE

A party shall not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labor disputes, embargoes, government orders or any other force majeure event.

Lessee Initials

## CANCELLATION POLICY

A non-refundable deposit of \$100 (minimum) is required to hold lessee's reservation. The wedding package is a non-refundable \$500 deposit. Should it become necessary to cancel your event after contract signing, the Lessee agrees to pay, within 30 days after written notification of the cancellation, as follows:

- 14 days or less before the first day of event                      25% of total rental fee will be reimbursed
- 30 days to 15 days before the first day of event                      50% of total rental fee will be reimbursed
- 31 days or more before the first day of event                      100% of rental fee will be reimbursed

*\*All reimbursements exclude the non-refundable deposit.*

Lessee Initials

_____	<input type="text"/>	_____
<b>LESSEE: Print Name</b>	<b>Lessee Signature</b>	<b>Date</b>
_____	<input type="text"/>	_____
<b>SEVRAR: CEO</b>	<b>SEVRAR Signature: CEO</b>	<b>Date</b>

**OFFICE USE ONLY**

Room Rental Total		\$
Less SEVRAR Member Discount (10%) <i>On room rental only</i>	-	\$
<b>SUB TOTAL (After SEVRAR Member Discount)</b>		<b>\$</b>
Equipment Rentals Total		\$
Misc. Rentals Total		\$
Beverage/Food Service Total		\$
<b>SUB TOTAL</b>		<b>\$</b>
City & State Sales Tax (2.25%)		\$
<b>TOTAL DUE</b>		<b>\$</b>
Less Deposit	-	
<b>BALANCE DUE</b>		<b>\$</b>

**OFFICE CHECKLIST (STAFF INITIALS REQUIRED)**

	Staff Initials		Staff Initials
Deposit Received		Security Required: Yes/No	
Final Payment Received		Copy of Security Agreement/Confirmation	
Sign Rental Contract Received		Alcohol Being Served: Yes/No	
Copy of Insurance Waiver		Copy of Bartender Agreement	

➤	
SEVRAR Event Coordinator Signature _____	Date _____

**\*\*\* Please Note: The BALANCE is due thirty (30) days prior to the event date. \*\*\***

**PAYMENT INFORMATION**

AMEX       Discover       MasterCard       Visa       Check # \_\_\_\_\_



➤		
Card Number _____	Exp. Date _____	CSC Code _____
➤		
Signature _____	Billing Zip Code _____	
➤		
SEVRAR Accounting Department Signature _____	Date _____	