

# CONVENTION CENTER

72 HOURS NOTICE REQUIRED FOR EQUIPMENT SET-UP AND RENTAL

**\*\*RENTAL EQUIPMENT SUBJECT TO AVAILABILITY\*\***

**\*\*\*PRICES ARE SUBJECT TO CHANGE\*\*\***

**NAME** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Date** \_\_\_\_\_

A-Convention Center (large room)

B-Convention Center (section on right)

C-Class Room

D-Directors Room

**MEETING OR CLASSES ONLY (No rate discounts available)**

**CLEANING/DAMAGE DEPOSIT**

3 Hours \$100.00    6 Hours \$175.00    9 Hours \$250.00    \$100.00

**PRIVATE PARTIES ONLY**

**CLEANING/DAMAGE DEPOSIT**

0 - 30	\$300.00	\$250.00
31 - 75	\$450.00	\$500.00
**76 - 149	\$600.00	\$1,000.00
**150 and over	\$750.00	\$1,500.00

**MONEY NOT NEEDED FOR CLEANING  
OR DAMAGE WILL BE REFUNDED**

**LESS \$90 FOR SANITIZING BATHROOMS**

**EXTRAS**

Bar	\$25.00	
Wall Removal	\$25.00	
Walk-in Cooler	\$25.00	
*Table Cloths	\$2.50	each (Minimum of two (2) weeks notice required prior to event and may be subject to additional costs)
*Napkins	\$0.50	each (Minimum of two (2) weeks notice required prior to event and may be subject to additional costs)
Place Setting	\$1.00	each
Extra Hour	\$25.00	per Hr
Extra Hour	\$50.00 aft midnight	per Hr
Extra Hour	\$75.00 aft midnight	per Hr (Parties with over 100 guests)

**Additional Room setup/take down \$75.00/event (if applicable)**

(\*Minimum of two (2) weeks notice required and may be subject to additional fees)

(\*\* Security Guard may be required)

**AUDIO/VISUAL/ EQUIPMENT**

**MISCELLANEOUS ITEMS**

Audio/Visual Equipment	\$25.00 per day
Flip Chart Pad w/Markers	\$18.00 per day
White Board w/Markers	\$20.00 per day
Photocopies	\$ 0.25 per copy
Fax usage	\$ 1.00 per sheet
Microphone	\$25.00 per day

30 6' Round Table  
230 Chairs  
Approx dining room  
dimensions = 45 x 90



# LAKE HAVASU ASSOCIATION OF REALTORS®

2293 Swanson Avenue, Lake Havasu City, AZ 86403

Ph: 928-855-8423 Fax: 928-855-5255

## RENTAL AGREEMENT

Date of Event: \_\_\_\_\_

Day of the Week: \_\_\_\_\_

Rental Hours: \_\_\_\_\_

Emergency Contact Phone #: \_\_\_\_\_

**(Event must be concluded by 12:00 midnight)**

NAME OF LESSEE: \_\_\_\_\_ MEMBER (YES/NO) \_\_\_\_\_

NAME OF RESPONSIBLE PERSON: \_\_\_\_\_

TELEPHONE NUMBERS: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

**SETUP:** Renter will arrange room as needed and return room to the exact configuration as found: unless other arrangements are made before hand.

**FUNCTION:**  Private Party  Meeting/Class

Description: \_\_\_\_\_

(Security Guard Required)

### CHARGES:

Number of guests: \_\_\_\_\_ # Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_ **Room Rate: \$** \_\_\_\_\_

**Kitchen Appliances Needed** (no additional cost):  Warming Oven  Refrigerator  Freezer  Ice Machine

### Extras:

- Bar: \$25  Wall Removal: \$25  Walk-in Cooler: \$25 Total \$ \_\_\_\_\_ \$ \_\_\_\_\_
- \*Table Cloths: Color: \_\_\_\_\_ \$ 2.50 ea x \_\_\_\_\_
- \*Napkins: Color: \_\_\_\_\_ \$ .50 ea x \_\_\_\_\_
- Place Settings: \$ 1.00 ea x \_\_\_\_\_
- Additional Room Set-up/Take down (if applicable) \$75.00 \_\_\_\_\_

*\*Minimum two (2) weeks notice required prior to event and may be subject to additional fees.*

**Audio/Visual/Equipment** (rate per day): \_\_\_\_\_ \$ \_\_\_\_\_

**Additional Fees** \_\_\_\_\_ \$ \_\_\_\_\_

**Member Discount (Excludes Meeting/Class rate) – 25%** \$ \_\_\_\_\_

**Payment of Event Total due in full on** \_\_\_/\_\_\_/\_\_\_ (Renter's Initials \_\_\_\_\_) **Event Total** \$ \_\_\_\_\_

Payment of \$ \_\_\_\_\_ received on \_\_\_/\_\_\_/\_\_\_, cc / cash / or check # \_\_\_\_\_ .

**DEPOSIT:** Deposit received on \_\_\_/\_\_\_/\_\_\_, cc / cash / check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

**Cleaning Fee** **\$(100.00)**

Any additional charging including interior and/or exterior damages and/or additional cleaning costs or overtime \$(\_\_\_\_\_)

Refund issued on \_\_\_/\_\_\_/\_\_\_ check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

## CANCELLATION POLICY

**CANCELLATIONS NOT RECEIVED IN WRITING AT LEAST 45 DAYS PRIOR TO THE SCHEDULED FUNCTION MAY BE SUBJECT TO A CANCELLATION FEE OF 50% OF ESTIMATED FUNCTION CHARGES**

### **LAKE HAVASU ASSOCIATION OF REALTORS® STANDARD TERMS AND CONDITIONS**

The Association and the Renter agree to the following terms and conditions:

**Deposits:** The Association may request a non-refundable deposit for any function.

**Beverage, Food and Bar Services:** The Renter agrees to abide by all existing Federal, State and local statutes governing the sale and consumption of alcoholic beverages. The Association reserves the right, at Association's discretion, to cease beverage service if, in the opinion of the Association management, to do so is in the best interests of the Association, its employees, guests or function.

**Beginning and Ending Times:** The Association agrees to provide the facilities and items as specified on this contract. The Association shall not be liable for delays caused by the Renter, acts of God, civil disturbance, other persons, utility interruptions, or for any delay caused by the late release of the assigned space by a prior occupant having been given proper notice by the Association. The Renter agrees to release any and all occupied function space and to **remove all non-Association property located therein at the ending time specified. The Renter may not enter the facilities after the specified term of this contract.** If the Renter requests use of the Association's REALTOR® Center for any time beyond the hours of the function set forth, such request shall be subject to the approval of the Association, and the payment of overtime costs, fees, wages, and charges at the overtime rates in effect at the Association REALTOR® center on the day of the function will be assessed.

**Additional Charges:** Additional charges will be made for any additional items requested by the Renter and/or agent whether the request be made in writing or orally.

**Use of the Facilities:** Renter may use the business name and address of the Association REALTOR® Center in public announcements advertising this specific function. The typeface used for the Association name may not be the predominate typeface of any announcement. The Association telephone number and registered logo insignia may not be used or displayed without prior Association approval. Use of the Association's name and address shall not be considered as endorsement or sponsorship of any function, but serve only for location purposes.

**Damage to Association Property:** The Renter **agrees to pay the Association for any and all interior and exterior damages and/or cleaning costs arising from the occupancy and use of Association facilities by the Renter**, Renter's contractors, guests and any persons present at the function. Such payments shall be due upon submission of invoice by the Association. **Nailing, tacking, stapling, gluing, or taping anything to the walls is strictly prohibited. Glitter, confetti, and silly string are not allowed. Use of flames in the facility is prohibited. Room should be left in the condition it was received or the cleaning/damage deposit will not be returned to the Renter.**

**Defaults and Remedies:** Should the Renter defaulting performance of the contract, the Association shall have the right to seek all legal remedies necessary in the recovery of damages including a possessory lien on all property of Renters on Association premises. In addition to damages, the Association will be reimbursed by the Renter for all reasonable legal fees and expenses incurred in seeking relief of damages and any collection fees.

**Security:** The Association or Renter may be required to provide the services of security staff or other designated agencies approved by the Association or provide reasonable security at a function. Renter agrees to be responsible for and pay for security services that are assigned specifically for Renters function.

**Firearms, Fireworks, Noisemakers, and Mechanical Devices:** The Renter shall not permit any firearms, filming devices and mechanical devices upon Association property without prior approval of Association management.

**INDEMNIFICATION:** The Renter personally and individually agrees to indemnify and hold harmless the Association, its officers, agents and employees as a result of any personal injury, loss, cost, damage, mishap and attorney's fees occurring, claimed or alleged to have occurred in, on, or adjoining the function room, Association premises, or Association property, other than causes occasioned by gross negligence for intentional action. Renter shall, at Association option, provide the Association with public liability and property damage insurance without cost to the Association in an amount and form approved in advance, in writing, by Association. Any insurance must include all indemnities as named or additional insurers.

**Disclaimer:** Renter acknowledges that the Association has no responsibility for damages or loss to any personal property on or about the premises, and that no bailment for personal property is assumed by the Association.

By signing below I acknowledge and agree to the terms of this agreement and that I have received and reviewed a copy of the Room Rental Quotes and Rates.

Lessee Signature \_\_\_\_\_

\_\_\_\_\_ Date



Lake Havasu Association  
of REALTORS®

2293 Swanson Avenue • Lake Havasu City • AZ 86403 • Ph: 928-855-8423 • Fax: 928-855-5255

**EMERGENCY CONTACT:** \_\_\_\_\_

## **REALTOR® CONFERENCE ROOM EXIT & CLEANING POLICY**

Clients are responsible for arranging tables and chairs for their function, as well as putting tablecloths, napkins, place settings, etc. on tables. **Please, no glitter or confetti are allowed due to clean up difficulties.**

**The REALTOR® Center must be left in the same condition it was in when you received it.**

**NO SMOKING IS ALLOWED IN THE BUILDING OR ON THE SIDEWALK BETWEEN THE REALTOR® CONVENTION CENTER AND THE LAKE HAVASAU ASSOCIATION OFFICE BUILDINGS. ALL SMOKING MUST BE DONE IN THE PARKING LOT OR 20 FEET FROM ANY DOOR. PLEASE DEPOSIT CIGARETTE BUTTS IN ASH TRAYS LOCATED IN THE PARKING LOT OR PATIO AREA. IF ANY CIGARETTE BUTTS ARE FOUND ON THE SIDEWALK OR PARKING LOT, CLIENT WILL BE CHARGED A CLEAN UP FEE.**

### **REQUIRED CLEANING:**

All cleaning supplies including vacuum, broom and mop are located in the closet in the kitchen as well as trash bag liners.

1. Tables need to be wiped clean & chairs pushed neatly under tables.
2. Carpet vacuumed and spot cleaned if anything is spilled on the carpet.
3. Kitchen sinks and counter tops wiped clean & floors swept and mopped.
4. Trash must be removed & placed in the dumpster located at the back of the parking lot. Liners must be placed accordingly.

### **CLIENT ALSO AGREES TO:**

1. Remove all items including food & beverages from the REALTOR® facility.
2. Dishes, cups, glasses, utensils, etc. must be washed & dried and stacked neatly on the long tables if applicable.
3. Clients will have the REALTOR® Center room cleaned and vacated by 12:00 midnight, unless other arrangements have been made prior to the event.
4. **Return key after securely locking all exterior doors – then drop key in the mailbox located outside the association's front office door.**

If any of the above items are not completed, the client understands that he/she will forfeit either a portion of their deposit or all of their deposit.

**I have read, understand, and agree to the terms of the Room Exit & Cleaning Policy.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*