

Williamson County Association of REALTORS® Rental Contract

1. Williamson County Association of REALTORS® (WCAOR) Location:

- 123 East Old Settlers Blvd.
Round Rock, Texas 78664
Phone: 512-255-6211
Fax: 512-255-0666
E-mail: kent@wcaor.org

2. Times Available:

- 8:30 a.m. to 5:00 p.m.
- 5:00 p.m. to 11:00 p.m.
- Any number of hours during these times
- Set up begins at time of room occupancy and ends after cleanup.

3. Payment: (please see deposit information)

- Cash
- Check
- Credit Card (MasterCard, Visa, American Express, Discover)

4. Food and Beverage:

- Coffee is available at a charge and includes, cups, cream, sugar, stir sticks
- If Lessee provides food for attendees, the cost, coordination, service and clean-up will be the Lessee's responsibility and will require prior approval of the Williamson County Association of REALTORS® staff. Full kitchen is available for rental.
- Soft drink and snack machines are available for use.
- Alcoholic Beverages: there **will**_____ **will not**_____ be alcoholic beverages available at said event. **NOTE:** If Lessee provides alcoholic beverages, Lessee will obtain a certificate of general liability insurance (off premises liability) from an A-rated company to be placed on file 7 days prior to taking possession of facility with the following conditions: \$1,000,000 limit occurrence, include host liquor liability coverage and name the Williamson County Association of REALTORS® as an additional insured. Submitted on_____. Received by:_____.
- Vendors used for food and beverages by the Lessee will be the responsibility of the Lessee.

5. Room Capacity and Equipment:

- **Board Room** – will accommodate approximately 20 w/tables, 40 chairs only
 - Classroom style (tables and chairs)
 - Theater style (no tables)
 - Tables:
 - Chairs: (if additional chairs are needed, Lessee will be responsible for providing them, at no cost to WCAOR and for set up and tear down.
 - Audio Visual Equipment: cordless hand-held and lavalier microphone, internet connections, 42" Flat Screen Monitor with internet connection, 12' counters/bar on side to serve food/beverage. Flip chart and overhead transparency projector are also available to rent.
 - Lessee must provide own flipchart markers, overhead transparencies, and Vis-à-vis markers for overhead transparencies.
 - Wireless Connection available

- **Auditorium** – will accommodate approximately 120 w/tables, 150 chairs only
 - Classroom style (tables and chairs)
 - Theater style (no tables)
 - Tables:
 - Chairs: (if additional chairs are needed, Lessee will be responsible for providing them, at no cost to WCAOR and for set up and tear down.
 - Audio Visual Equipment: cordless hand-held and lavalier microphones, internet connections, two Optima HD-DLP Projectors, two Grandview motorized 10 foot projection screens, high definition loud speakers (not suitable for D.J. sound). Flip chart and overhead transparency projector are also available to rent.
 - 2 Flags (American and Texas)
 - Wireless Connection available

6. Scheduling Room/Deposits:

- Advance scheduling: Rooms must be scheduled in advance. A security deposit will be required at time of contract signing. If Lessee cancels rental, the full deposit will be retained by WCAOR®
- Security Deposit: \$150 due when signing this contract. This security deposit, minus any additional charges for clean-up and/or repairs shall be mailed to Lessee together with an itemized list of bids/actual cost for such additional charges, clean-up and/or repairs with 30 days of said event. In the event the security deposit is insufficient to cover all necessary additional charges, clean-up and /or repairs, Lessee shall promptly pay the difference upon receipt of notification thereof, with such notification containing an itemized list showing the total of such additional charges, clean-up and/or repairs.
- Down payment: 40% of total room rental will be due 10 days before rental date, remainder due 24 hours prior to event.

7. Room Set-up and Clean-up:

- Lessee is responsible for room set-up and clean-up which includes:
 - Set-up
 - Any food/beverage used is the responsibility of the Lessee.
 - Any additional audiovisual equipment needed other than mentioned above, is the responsibility of the Lessee.
 - Clean-Up
 - All Chairs and tables are to be returned to the original room configuration by Lessee.
 - All food and beverage is to be cleaned up by Lessee.
 - Any audiovisual equipment used will be in the same working order as when Lessee received it or Lessee will pay for damage. Normal wear and tear is not included in the Lessee's responsibility.
 - If additional time is required by the Lessee for set-up or clean-up over and above the time allotted for the event, Lessee must call the scheduler to request additional time. An additional fee will be applicable.
 - If the facility is not left in the condition it was received by Lessee, a \$100.00 per hour cleaning/re-set fee will be charged to Lessee in addition to rental fees.

8. Room and/or Equipment Damage:

- Room and equipment will be available to Lessee in good and working condition.
- If damage occurs to floors, walls, tables, chairs, audio/visual equipment, computers, decorations, and/or any other item, it will be the responsibility of the Lessee to pay for any and all damages.
- The Security deposit will be used to apply to repair costs, but will not be considered full payment if the damage is more than the security deposit.

- Nothing is to be attached to the walls of the building without prior approval from the association.

9. Smoking

- Williamson County Association of REALTORS® is committed to the promotion of good health and safety among members and employees. It is therefore the policy of WCAOR® to prohibit all smoking in the building.
- Designated smoking area is outside at the southwest corner of the building.

10. Pets/Live Animals

- No pets/live animals are permitted in the WCAOR® building except those necessary for physically challenged individuals.

11. Building Security:

- Lessees of the WCAOR® facility will not be issued keys to the buildings or rooms.
- A WCAOR® Staff person will open and secure the building/room.

12. Parking:

- Lighted parking for 130 cars is available at no additional cost.

13. Maximum Capacity May Not Be Exceeded:

- Maximum capacity for each room may not be exceeded (please see item #5 above) due to safety regulations.

14. General Rules

- Use of the Board Room/Auditorium does not constitute WCAOR's endorsement of viewpoints expressed by participants in the program. No advertisement or announcement implying such endorsement will be permitted. **Any advertisement indicating the location of the program at WCAOR MUST use the following language:**

**123 East Old Settlers Blvd., Round Rock, Texas 78664
(Williamson County Association of REALTORS Building – Education Hall)**

- Reservations – Requests for use of the Auditorium/Room must be made in writing on the “Auditorium/Room Rental Request Form” provided by the WCAOR. Requests will be honored on a first come-first served basis.
- No group may assign its reservation to another group.
- The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- Permission to use the Education Hall may be withheld from groups damaging the auditorium, carpet, equipment or furniture, or causing a disturbance, or any other failure to comply with the rules and regulations.
- Indemnity
You hereby agree to protect, defend, indemnify and hold the Williamson County Association of Realtors harmless from any property damage, personal injury, suits, actions, liabilities, damages, cost of repairs or service to the Auditorium or any adjacent premises owned or controlled by the Williamson County Association of Realtors, or any other loss caused, negligently or otherwise, by you and/or your agents, employees, independent contractors, patrons, guests or invitees.

Total Rental Charges

	Amt. Due	Date Due	Date Paid
Security Deposit:	_____	_____	_____
Room Rental:	_____	_____	_____
Audio/Visual:	_____	_____	_____
Full Kitchen:	_____	_____	_____
Coffee Machine	_____	_____	_____
40% of Rental:	_____	_____	_____
Remainder of Rental:	_____	_____	_____
Total Amount of Rental:	_____	_____	_____

I, as the Lessee, have read and acknowledge the rental agreement for the Williamson County Association of REALTORS® event rooms. I understand the guidelines, rules and regulations, costs and responsibilities and will abide by same.

Lessee

Date

WCAOR® Representative

Date

**WILLIAMSON COUNTY ASSOCIATION OF REALTORS®
AUDITORIUM/ROOM RENTAL REQUEST FORM**

DATE REQUESTED: _____

(REMINDER: A \$150 deposit is due for each date requested with this form.)

MEETING TIMES: _____ to _____

ORGANIZATION'S NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

(List the address you'd like your deposit returned to)

DAYTIME PHONE NUMBER: _____

PURPOSE OF MEETING: _____

IS FOOD BEING SERVED? _____ If yes, type of food: _____

Please initial:

_____ I have received read and understand the policies on renting the Williamson County Association of REALTORS® Auditorium/Room.

_____ I understand the following policies concerning deposits and cancellations and **that my deposit check/credit card will be processed.** Deposit(s): A deposit for each date requested in a thirty day period is required to be submitted with the rental request form. The deposit amount for each date requested is \$150. After use of the room, the deposit for that date will be refunded within 10 working days, provided the auditorium was left exactly as it was prior to rental and the key has been returned (if applicable).

Forfeiture of Deposit(s): Any organization canceling their meeting date will forfeit their deposit.

_____ \$50.00 will be deducted from my deposit if my group should fail to remove any trash generated from our meeting.

If a Member and receiving the member discount, please initial:

_____ I will be present 100% of the time the Auditorium is being occupied.

Signature of Contact Person

Date signed

Please return this form and your deposit check to:
Attn: Room Rental Coordinator
Williamson County Association of REALTORS®, Inc.
123 East Old Settlers Blvd.
Round Rock, TX 78664

**WILLIAMSON COUNTY ASSOCIATION OF REALTORS®
AUDITORIUM/ROOM RENTAL CHECK LIST**

Group Name/Contact Person

Date/Times of Reservation

UPON ARRIVAL

(To be completed by WCAOR staff)

_____ Tables lined up

_____ Tables clean

_____ Chairs per Table

_____ Trash cans empty

_____ Kitchen clean

_____ Other: _____

_____ Other: _____

_____ Other: _____

UPON DEPARTURE

(To be completed by renter & then WCAOR staff)

WCAOR Staff Signature

Renter's Signature

WCAOR Staff initials

Please complete this form and return it with the auditorium keys.

*Please be aware that your deposit may not be returned
unless the room is left exactly as it was when you arrived.*

Thank you for using the WCAOR's Facilities!

IN CASE OF AFTER HOURS EMERGENCY PLEASE CONTACT:

KENT PRICKETT – (512) 709 - 7413
MARJORIE PHILLIPS – (512) 689-7057

WCAOR 2010 Room Rental Rates

Member Rates

<u>Member Rates</u>	<u>Rate</u>	<u>Time</u>	<u>Days</u>
Board Room	\$30/hour	8:30am-5:00pm	M-F
	\$150/day	8:30am-5:00pm	M-F
Auditorium	\$45/hour	1:00pm-5:00pm	M-F
	\$60/hour	5:00pm-11:00pm	M-F
	\$250/day	8:30am-5:00pm	M-F
	\$500/day	9:00am-11:00pm	Sat/Sun

Non-Member Rates

<u>Non-Member Rates</u>	<u>Rate</u>	<u>Time</u>	<u>Days</u>
Board Room	\$40/hour	1:00pm-5:00pm	M-F
	\$250/day	8:30am-5:00pm	M-F
Auditorium	\$55/hour	1:00pm-5:00pm	M-F
	\$80/hour	5:00pm-11:00pm	M-F
	\$400/day	8:30am-5:00pm	M-F
	\$1,000/day	9:00am-11:00pm	Sat/Sun

Other Services:

Audio/Visual Equipment \$100 8:30am-12:00pm
 (Includes: projector, retractable screens, wireless microphone) \$100 1:00pm-5:00pm
 \$200/day

Coffee Machine \$25/rental
 (Does not include: coffee, sugar, creamer, cups, stir sticks)

Full Kitchen \$150/day
 (Includes: refrigerator, oven, stove, dishwasher, ice machine)

Wireless Connection also available at not cost