

KINGMAN/GOLDEN VALLEY ASSOCIATION OF REALTORS  
MEETING FACILITY RENTAL AGREEMENT

This Meeting Facility Rental Agreement relates to that part of the premises at 1923 Kino Ave., Kingman, AZ described as the large conference room, restrooms, parking and access areas.

1. Renters name: \_\_\_\_\_
2. Organization name: \_\_\_\_\_
3. Mailing address: \_\_\_\_\_
4. Telephone: \_\_\_\_\_ Alternative telephone: \_\_\_\_\_
5. Use of the premises shall be limited to the following purposes(s) exclusively: \_\_\_\_\_

\_\_\_\_\_ and shall not exceed 60 persons. (approx. sq. ft. of room 989)

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|--------------------|------------------|
| 6. Rental Date(s): | Inclusive Hours: |
| _____              | _____ to _____   |
| _____              | _____ to _____   |

7. Rental Fees:
- \$ \_\_\_\_\_ (room rental) x \_\_\_\_\_ (#of 4 hour periods)      \$ \_\_\_\_\_

Reservation Fee paid:      \$ \_\_\_\_\_  
(Applied to billing if no cancellation)

Damage Deposit paid:      \$ \_\_\_\_\_

Key Deposit paid:      \$ \_\_\_\_\_

**Payment Method:**

\_\_\_\_\_ Check      \_\_\_\_\_ Credit Card (Visa, MC)

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

## TERMS AND CONDITIONS OF RENTAL AGREEMENT

### Facility Use:

- a) Renter acknowledges that Renter is obtaining a license to use the facilities specified on a limited basis, for a limited duration, and in no way is obtaining any interest in the real property therein.
- b) Renter understands and accepts that Renter has no rights to enter or use areas of the facility not specifically contracted for herein, including administrative offices, other meeting rooms, etc. Renter also understands and accepts that KGVAR shall have the right to enter any portion of the facility at any time.
- c) Solicitations of donations are prohibited in or around KGVAR facilities without express written consent from KGVAR.
- d) This is a non-smoking facility. Any smoking will result in forfeiture of the Renter's damage deposit.
- e) No alcohol is allowed under any circumstances. Illegal activities and substances are prohibited.
- f) Open flames such as candles are not permitted.
- g) Renter is responsible for all room setup and equipment needs unless otherwise noted.
- h) All rentals are subject to leaving the room as found. This includes all clean up of paper and materials; returning any moved furniture to its original location, etc. Your own food and/or beverage may be brought in, however this must be cleaned up and "leftovers" removed. Part or all of your damage deposit may be forfeited if room is not left as found.
- i) Renter 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 KGVAR and its staff are not responsible for payment, acceptance and/or signatures.
- j) The Kingman/Golden Valley Association of Realtors name and phone number shall not be used on any promotional materials for Renter's event. KGVAR address may be used only for location and direction purposes. In addition, advertising by the sponsoring organization or Renter must not lead an attendee or the public to believe the KGVAR endorses or supports Renter's function.
- k) To prevent damage to the facility, Renter agrees not to attach items to any stationary wall, floor, window, floor or ceiling with nails, tape or any other substance unless KGVAR first provides written permission and instructions.
- l) The use of glitter, confetti or any similar decoration is strictly prohibited.
- m) Renter will be responsible for removal of trash.
- n) KGVAR reserves the right to refuse use of facilities in the event we feel the content or subject of the intended use could be deemed to harm, damage, or not be in the best interest of the KGVAR or its members.

Renter Signature \_\_\_\_\_

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Costs/Fees:

- a) A reservation fee of \$25 is required to reserve a date. The reservation fee will be applied to the billing if no cancellation. If a reservation is cancelled within 7 days before the event, there shall be no refund of the reservation fee.
- b) Rental rates are as follows:
  - KGVAR members holding a Member education-related FREE event is no charge.
  - KGVAR members holding a Member education 1-2 day class by an affiliate for CE class event FOR A FEE:
    - \$40 per 4 hour period, 4 hour minimum or \$60.00 for a 1 day class or \$100.00 for a 2 day class and \$40.00 per day thereafter.
  - KGVAR members holding a NON education-related event:
    - \$40 per 4 hour period, 4 hour minimum

Non members: \$80 per 4 hour period, 4 hour minimum

ALL RENTERS are required to pay a \$100 damage/cleaning deposit applied per event (maximum, up to 2 consecutive days) and a \$25 reservation fee; and a \$100 key deposit if applicable.

Member rates apply only to events for which a member is the responsible direct event coordinator. Member rates do not apply to events of outside clubs and/or associations and for companies for which a KGVAR member is not the sole owner.

- c) Payment in full of rental rate is required prior to 7 days before the rental date. If full payment is not received, KGVAR reserves the right to cancel the agreement.
- d) Renter agrees to submit a damage/cleaning deposit of \$100 per event with this signed agreement. Events are a maximum of 2 consecutive days. Should any damage occur to premises, furnished equipment and/or furniture, Renter agrees to pay for restitution and repair. Any damage resulting from food or beverages will be deducted from the deposit. Renter shall be responsible for any and all damage caused by any person in attendance. If damages exceed the deposit amount, Renter hereby agrees to pay the additional amount required.
- e) Use of the facilities shall be strictly confined to the time limits set forth in the Rental Agreement. Additional times required, for installation or removal of equipment, meeting material setup and/or break down, decorating, etc., shall be included in the time contracted for. All set up must be done the day of the event unless arrangements have been made prior to the date with KGVAR staff.
- e) If rental involves hours outside usual KGVAR operating hours, arrangement may be made to sign out a key. A \$100 Key Deposit is required at that time. Any and all keys must be returned within 24 hours or the Key Deposit will be retained to cover re-keying expense.

Security:

- a) The individual who signs this document must serve as the primary contact and will be held responsible for any damage to the facility occurring during the approved event. The primary contact handles all communications and arrangements with the KGVAR staff and accepts responsibility for compliance with all rules set forth in this agreement.
- b) KGVAR will not assume any responsibility for damage or loss of any merchandise or article on KGVAR property, brought into the facility, for any item unattended, or for any act of any attendee.

Renter Signature \_\_\_\_\_

- c) Renter shall be responsible when closing the building for the night, for turning off all interior lights, electrical appliances/equipment, turning off air conditioning switches and fans, locking all windows, locking all doors and arming the security system (if applicable).
  
- d) Renter personally agrees to indemnify and hold harmless KGVAR, 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, KGVAR premises or property. Renter shall, at KGVAR option, provide proof of satisfactory liability insurance in an amount and form approved in advance, in writing, by KGVAR. Any insurance must include all indemnities as named or additional insurers.

Renter Signature \_\_\_\_\_