

SEVRAR BANQUET RENTAL & PAYMENT FORM



1. RENTER INFORMATION

Full Name	Company	Title
Mailing Address	Suite / Building #	E-mail Address
City	State	Zip
()	()	()
Telephone	Fax	Mobile

2. EVENT INFORMATION

Date of Event	Day of Week	Type or Title of Function	Total Number Attending Event
Event <u>Start Time</u>	Event <u>End Time</u> (no later than 11:00pm)	Preferred Setup Time on Day of Event	+Teardown Begin Time (no later than 11:00pm facility must be cleaned and empty by 12:00am)

3. ROOM RENTAL DETAILS

FULL Conference

<input type="checkbox"/> Classroom (150 Max)	<input type="checkbox"/> 1 - 2 hours: \$175.00	Facing: <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/> North \$ _____
<input type="checkbox"/> Theatre (300 Max)	<input type="checkbox"/> 2 - 4 hours: \$325.00	
<input type="checkbox"/> Chevron (200 Max)	<input type="checkbox"/> 4 - 6 hours: \$475.00	
<input type="checkbox"/> Banquet (200 Max)	<input type="checkbox"/> 6 - 9 hours: \$695.00	

EAST Conference

<input type="checkbox"/> Classroom (70 Max)	<input type="checkbox"/> 1 - 2 hours: \$125.00	Facing: <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/> North \$ _____
<input type="checkbox"/> Theatre (100 Max)	<input type="checkbox"/> 2 - 4 hours: \$150.00	
<input type="checkbox"/> Banquet (96 Max)	<input type="checkbox"/> 4 - 6 hours: \$185.00	
	<input type="checkbox"/> 6 - 9 hours: \$275.00	

WEST Conference

<input type="checkbox"/> Classroom (70 Max)	<input type="checkbox"/> 1 - 2 hours: \$125.00	Facing: <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/> North \$ _____
<input type="checkbox"/> Theatre (100 Max)	<input type="checkbox"/> 2 - 4 hours: \$150.00	
<input type="checkbox"/> Banquet (96 Max)	<input type="checkbox"/> 4 - 6 hours: \$185.00	
	<input type="checkbox"/> 6 - 9 hours: \$275.00	

4. EQUIPMENT RENTALS

	RATE
<input type="radio"/> Wireless Internet	\$25.00
<input type="radio"/> LCD Overhead Projector	\$25.00
<input type="radio"/> Transparency Projector	\$25.00
<input type="radio"/> Lavalier Microphone	\$25.00
<input type="radio"/> Cordless Microphone (Handheld)	\$25.00
<input type="radio"/> Podium (w/ Microphone)	\$25.00
<input type="radio"/> Podium (w/out Microphone)	\$ 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

5. MISC. RENTALS

	RATE
<input type="radio"/> Dance Floor	\$240.00
<input type="radio"/> Courtyard	\$ 50.00
<input type="radio"/> Kitchen	\$ 50.00
<input type="radio"/> Portable Bar	\$ 50.00
<input type="radio"/> Additional Cleaning / hr.	\$ 20.00
<input type="radio"/> Additional Rental / hr.	\$100.00
<input type="radio"/> Security Officer / hr.	\$ 35.00

6. BEVERAGE SERVICE

	RATE
<input type="radio"/> Coffee	\$ 25.00
<input type="radio"/> Water	\$ 15.00
<input type="radio"/> Bartending Service* (Hard Liquor)	\$250.00
<input type="radio"/> Bartending Service* (Beer & Wine)	\$125.00

***ALCOHOL/BARTENDERS:** SEVRAR requires use of "our" bartenders (Pour Masters) at events when alcohol is being served. You are responsible for purchase of all alcohol. You may not charge your guests for alcoholic beverages. For more information please see Lease Addendum.

#SECURITY: SEVRAR requires security for all events.

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. Kitchen may not be used for cooking food.

+SETUP/TEARDOWN: You are required to contact the facility maintenance/manager at least 2 weeks prior to your event date to make arrangements for floor setup as well as to review any additional details.

NOTES OR SPECIAL REQUESTS:

STAFF CONTACT INFORMATION

Rental Scheduling / Contracts

Ms. Barney Thornton
Admin Asst./Rental Coordinator
Tel: 480-833-7510 ext. 126
E-mail: barney@sevrar.com

Setup / Teardown Information

Roshiem Austin
Facility Manager
Tel: 480-833-7510 ext. 117
E-mail: raustin@sevrar.com

Room Rental Total	\$
Equipment Rentals Total	\$
Misc. Rentals Total	\$
SUB TOTAL	\$
Less SEVRAR Discount (10%)	- \$
Beverage Service Total	\$
City & State Sales Tax (2.25%)	\$
TOTAL DUE	\$
Less Deposit	-
BALANCE DUE	\$

7. PAYMENT INFORMATION

American Express MasterCard Visa Cashier Check Check # _____

Card Number	Exp. Date

Signature _____ Billing Zip Code _____

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

SEVRAR BANQUET RENTAL AGREEMENT

It is agreed, by and between The SouthEast Valley Regional Association of REALTORS[®], Inc. (SEVRAR), an Arizona corporation (hereafter referred to as the Association) , and the undersigned Lessee:

1. Lessee is given permission to use meeting rooms and areas described in Rental Checklist attached to this agreement for the event and the time periods set forth in Rental Checklist.
2. Lessee agrees to abide by the rules and regulations of the Association, a copy of which rules and regulations are attached hereto.
3. Lessee is responsible for and agrees to repair, or pay the cost of repairing, any damage caused by the Lessee to the rooms and areas described in Rental Checklist, and to any other portion of the building or premises.
4. The Association is not liable for any lost or stolen articles.
5. In its use of the rooms and areas, the Lessee agrees to comply with all applicable state, county and City of Mesa laws, ordinances, and regulations. 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.
6. SMOKING IS NOT PERMITTED IN THE INTERIOR OF THE FACILITIES.
7. The Lessee agrees to indemnify and hold harmless the Association, its officers, employees, and agents against any and all claims, demands, actions, or causes of action of whatsoever kinds, arising or resulting directly or indirectly from the use, or occupancy, of the rooms and areas by the Lessee.
8. A non-refundable deposit of (minimum) is required to hold Lessee's reservation. This deposit is applicable towards the balance of the rental fee.
9. All NSF checks received will be charged a \$50.00 service fee.
10. 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.

CANCELLATION POLICY

1. If you cancel, the entire amount of the deposit will be forfeited.

RULES AND REGULATIONS

1. 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.
2. The Lessee agrees to remove all trash, garbage, 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 or rooms and areas in a clean condition as outlined in the Facility Clean-up Procedure sheet included in the rental package. Failure to comply with these procedures may result in the partial or full loss of security deposit upon building inspection.
3. 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.
4. 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 ("Association"), 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.

Lessee Initials

FACILITY RULES AND REGULATIONS


1. No smoking is allowed inside the facility.
2. No alcohol is permitted outside the facility, including the parking area.
3. Minors are not allowed to consume alcohol.
4. The computer and storage rooms are off limits to facility renters and guests.
5. Proper care must be used to avoid damages to the carpet, furniture, equipment or fixtures of the facility.
6. No tacks, glue, staples, or nails may be used to attach decorations or other materials used in renting the facility.
7. Absolutely no guns or weapons are allowed on the premises.

FACILITY CLEAN-UP PROCEDURES

1. Keep all Kegs and liquor in designated bar area.
2. All decorations must be removed and properly disposed of.
3. Helium balloons are to be taken outside and released. Do not puncture balloons inside the building.
4. If glitter or confetti is used in decorating, please try to keep it off of carpeted areas.
5. Trash must be removed and properly disposed of in areas designated.
6. Kitchen must be returned to its original condition. Sweep if necessary.
7. Courtyard must be free of trash. Please utilize ashtrays and trashcans.
8. All spills must be cleaned up promptly, especially in the bar area.
9. Outside areas and parking lots must be free of trash.
10. Coffee Service Area must be clean and free of trash.
11. Tables should be cleared of debris, including linens and table clothes.

I have read the rules, regulations, and clean up procedures. I fully understand and agree to each item listed.

LESSEE: Print Name

 Lessee Signature

Date



ADDENDUM TO RENTAL AGREEMENT

1. Spirituous liquor (beer, wine, and hard liquor may be served at private functions only.
2. If you are serving alcoholic beverages you are strictly forbidden to charge for the drinks.
3. Under no circumstances is liquor to be served to minors.
4. The SouthEast Valley Regional Association of REALTORS® will hire "Pour Masters" to tend bar for your function. No guests will be allowed to make or serve alcoholic beverages or act as a bartender.
5. You are responsible for purchasing the liquor for your private function. Liquor is not supplied by the association and/or Pour Masters.
6. Guests are strictly forbidden to bring their own alcohol onto premises.

I have read, fully understand and agree to each item listed above.

Alcohol **will** be served at function.

If yes, please check all that apply: Beer Wine Hard Liquor

Alcohol will **not** be served at function.

SEVRAR: Print Name

SEVRAR Signature

Date

LESSEE: Print Name

Lessee Signature

Date

