

SEVRAR CLASSROOM / SEMINAR 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</u> Time	Event <u>End</u> Time (no later than 11:00pm)	Preferred Setup Time on Day of Event	Instructor/Presenter Arrival Time

3. ROOM RENTAL DETAILS

PLEASE NOTE: The room rental does **NOT** include use of the Conference Center **LOBBY**. You are required to use the inside of the room for attendee registration and/or (sponsored) food presentations.

FULL Conference

- Classroom (150 Max) 1 - 2 hours: \$175.00
 - Theatre (300 Max) 2 - 4 hours: \$325.00
 - Chevron (150 Max) 4 - 6 hours: \$475.00
 - Banquet (208 Max) 6 - 9 hours: \$695.00
- \$ _____

EAST Conference

- Classroom (70 Max) 1 - 2 hours: \$125.00
 - Theatre (100 Max) 2 - 4 hours: \$150.00
 - Banquet (96 Max) 4 - 6 hours: \$185.00
 - 6 - 9 hours: \$275.00
- \$ _____

WEST Conference

- Classroom (70 Max) 1 - 2 hours: \$125.00
 - Theatre (100 Max) 2 - 4 hours: \$150.00
 - Banquet (96 Max) 4 - 6 hours: \$185.00
 - 6 - 9 hours: \$275.00
- \$ _____

SOUTH Conference

- Classroom (35 Max) 1 - 2 hours: \$100.00
 - Theatre (48 Max) 2 - 4 hours: \$125.00
 - 5 - 8 hours: \$225.00
- \$ _____

BOARD Room

- Board Room (18 Max) 1 - 2 hours: \$100.00
 - Court Room (18 Max) 2 - 4 hours: \$150.00
 - 5 - 8 hours: \$225.00
- \$ _____

EXECUTIVE Room

- Executive (12 Max) 1 - 2 hours: \$ 75.00
 - 2 - 4 hours: \$125.00
 - 5 - 8 hours: \$175.00
- \$ _____

NOTES OR SPECIAL REQUESTS:

4. EQUIPMENT RENTALS

- LCD Overhead Projector \$ 25.00
- Transparency Projector \$ 25.00
- Lavalier Microphone \$ 25.00
- Cordless (Handheld) Microphone \$ 25.00
- Podium w/ Microphone \$ 25.00
- Podium w/out Microphone n/c
- White Board w/ Dry Erase Markers n/c
- Flip Chart Easel w/ Markers \$ 40.00
- Registration Table (inside room) n/c
- Additional Rental / hr. \$100.00
- Additional Cleaning / hr. \$ 20.00

STAFF CONTACT INFORMATION

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

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

5. BEVERAGE SERVICE

- Coffee \$ 25.00
- Water \$ 15.00

6. PAYMENT INFORMATION

- American Express MasterCard Visa Cashier Check Check # _____

Card Number

Exp. Date



Signature

Billing Zip Code

A security deposit of half the room rental is required to lease the facility and due at the signing of the contract. This security deposit will be applicable to the balance of the rental fee. The balance is due and payable to the Association within 30 days prior to the leased event.

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

SEVRAR CLASSROOM / SEMINAR RENTAL AGREEMENT

1. Lessee is given permission to use the meeting room(s) and area below for event and the times periods set forth.
2. The Lessee agrees to pay (at the published rental rate) for any additional hours, which the room(s) and areas are used beyond the hours contracted for, whether used before or after hours contracted for, upon prior arrangements with the Association.
3. Lessee is responsible for and agrees to repair, or pay the cost of repairing, any damage caused by the Lessee to the room(s) and area described below.
4. The Lessee agrees to remove ALL trash, garbage, or other type litter, which accumulated during the use of the premise, and place such materials in the approved garbage receptacles; leaving the room (s) and areas in a clean condition.
5. The Association is not liable for any lost or stolen articles.
6. **SMOKING IS NOT PERMITTED IN THE INTERIOR OF THE FACILITIES.**
7. A security deposit of half the room rental is required to lease the facility and due at the signing of the contract. This security deposit will be applicable to the balance of the rental fee.
8. The balance is due and payable to the Association within 30 days prior to the leased event.
9. In the event you must cancel your contract, written notice must be received 30 days prior to the event and the security deposit will be refunded. Cancellation of the event after 30 days, will be subject to forfeiture of the security deposit.
10. All NSF checks received will be charged a \$50.00 service fee.
11. The Lessee agrees not to compete with any SEVRAR offering including but not limited to: continuing education, designation courses, special guest presentations, or seminars.
12. Lessee understands that SEVRAR cannot and will NOT promote any classes, seminars, special events or presentations for the Lessee or instructor/presenter.
13. Lessee will notify the Association of any classes that will be held in conjunction with this agreement.
14. The Lessee agrees to indemnify and hold harmless the Association, its officers, employees, and agents against any claims, demands, actions, or causes of action of whatsoever kind, arising or resulting directly or indirectly from use, or occupancy, of rooms and areas by Lessee.
15. The Lessee understands that the rental does NOT include use of the Conference Center Lobby. You are required to use the inside of the room for attendee registration and/or (sponsored) food presentations.

Lessee Initials

SEVRAR: Print Name

SEVRAR Signature

Date

LESSEE: Print Name

Lessee Signature

Date

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. All alcohol must remain in designated bar area with authorized serving personnel.
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 (if included in rental) 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.
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 your 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

