

PACIFIC SOUTHWEST ASSOCIATION OF REALTORS® INC.

South County Service Center 880 Canarios Court, Chula Vista CA 91910

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East County Service Center 1150 Broadway St, El Cajon CA 92021

Phone (619) 579-0333 Fax (619) 588-6520

www.psar.org

Conference Room Rental Agreement

Organization: _____

Contact:

Address: _____

City: _____ State: _____ Zip code: _____

Daytime Telephone: _____

Evening Telephone: _____

Fax Number : _____

Number of Expected Guests: _____

Type of Function: _____

Date of Function: _____

Time of Function: From: _____ To: _____

Set up Requirements: From: _____ To: _____

Clean up: From: _____ To: _____

Will Alcohol be served? Yes No

Will Food be served? Yes No

Coffee service/Kitchen needed? Yes No

TV/VCR Rental required? Yes No

DSL/Projector Required? Yes No

Payment and Insurance

Renter must provide an insurance rider to the association a minimum of 10 days before the rental date, showing the Pacific Southwest Association of Realtors®, Inc. as an additional insured and the date of the function.

A security deposit of \$200.00 is due at the time of submitting this rental agreement. This deposit will confirm your reservation and will be refunded within seven (7) working days following your event, providing all provisions of this agreement have been complied with.

Room Rental (Base Rate) @ _____ Per Hour for _____ Hours = \$ _____

Any Additional time will be billed at \$ _____ Per hour or partial hour.

Coffee Service/Kitchen @ \$ _____ TV/VCR Rental @ \$ _____

DSL Connection @ \$ _____ Projector @ \$ _____

Total : \$ _____ Due by: _____

Required Insurance Rider Due by: _____ With payment before the event

The undersigned Conference Room Renter agrees to INDEMNIFY the Pacific Southwest Association of Realtors®, Inc. against any action or claim arising from the use of the Association's facilities. The Renter agrees that the Pacific Southwest Association of Realtors®, Inc. is not responsible for any loss, damage or injury in case of fire, theft or any other cause beyond its control including any alcohol-related incident. Further, the renter agrees to comply with all guidelines and conditions of this rental agreement, local ordinances and state laws.

Renter Signature: _____
(Person in charge)

Date:

Signature: _____
(Pacific Southwest Association of Realtors®, Inc.)

Date:

Paid by: _____ Amount: _____ Acct: _____ Date: _____

Guidelines

Rental Times

Room rental includes:

- Time for set up and decoration
- Clean up immediately after the event.

* If more time is required, the room may be rented for additional time at the rate of \$_____ per hour (subject to availability)

The Pacific Southwest Association of Realtors®, Inc. has tables and chairs for your use. You may set these up in any configuration you choose for your event provided they are returned to their original condition and positions after your function. The renter is responsible for providing any additional seating, tables or special items that are necessary for your function.

Cleaning

The conference room must be cleaned immediately following your function. All decorations food and trash shall be removed from the room and the trash placed in the trash dumpster outside. Carpets soiled from spilled drinks or dropped food etc. will be professionally cleaned and charged to your cleaning deposit. A cleaning checklist will be provided.

In the event these requirements are not met, the cost of the cleaning and/or repair will be deducted from your cleaning deposit. Your full or partial cleaning deposit will be returned to you within seven (7) business days. Any offset will be itemized.

Pacific Southwest Association of Realtors®, Inc. reserves the right to retain and employ the appropriate maintenance professional necessary to return the room to its original condition (normal wear and tear excepted). The renter assumes full responsibility for any and all damage and subsequent repairs.

Alcohol

Alcohol, if served, must stay within the confines of the conference room. No alcohol is permitted outside, in the parking lot or surrounding area. No minor(s) are permitted to consume alcohol. The Association accepts no responsibility and/or liability for any intoxication or alcohol related liabilities. The renter accepts all liability for any and all alcohol related incidents. PSAR requires a paid security guard be on the premises after hours when alcohol is served.

Miscellaneous

1. The renter is responsible for the conduct of his/her guests, and any damage to the Pacific Southwest Association of Realtors®, Inc. property.
2. The Pacific Southwest Association of Realtors®, Inc. is not responsible for any items left in the room.
3. The renter is responsible for all necessary permits (if any) required for the function.
4. *The renter is responsible for all "false alarm" fees charged by the City of Chula Vista if alarm is set off during rental period.*

I have read and agree to the guidelines listed above.

Signature

Print Name

Date