



LAKE HAVASU ASSOCIATION OF REALTORS®

2293 Swanson Avenue, Lake Havasu City, AZ 86403
 Ph: 928-855-8423 Fax: 928-855-5255

FUNCTION SHEET

Date of Event: _____
Day of the week: _____
Hours: _____

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

TELEPHONE NUMBERS: _____ FAX: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP: _____

SETUP: Renter will arrange room as needed and return room to the exact configuration as found: unless other arrangements are made before hand.

FUNCTION: Private Party Meeting/Class Caterers

(Event must be concluded by 12:00 midnight, after midnight charges apply \$50 per hour)

Description: _____

CHARGES:

Number of guests: _____ # Tables: _____ # of Chairs: _____ **Room Rate: \$** _____

Extras:

- | | | | |
|--|---|---|----------------|
| <input type="checkbox"/> Bar: \$25 | <input type="checkbox"/> Wall Removal: \$25 | <input type="checkbox"/> Walk-in Cooler: \$25 | Total \$ _____ |
| <input type="checkbox"/> Table Cloths: | | \$ 2.50 ea x _____ | _____ |
| <input type="checkbox"/> Napkins: | | \$.50 ea x _____ | _____ |
| <input type="checkbox"/> Place Settings: | | \$ 1.00 ea x _____ | _____ |
| <input type="checkbox"/> Additional Room Set-up/Take down: | | \$75.00 | _____ |

Audio/Visual/Equipment (rate per day):

- | | | |
|---|---------|-------|
| <input type="checkbox"/> 25" TV / VCR Rental: | \$25.00 | _____ |
| <input type="checkbox"/> Overhead Projector: | \$25.00 | _____ |
| <input type="checkbox"/> PA w/Microphone & CD Player: | \$25.00 | _____ |
| <input type="checkbox"/> Flip Chart Pad w/Markers: | \$18.00 | _____ |
| <input type="checkbox"/> White Board w/Markers: | \$20.00 | _____ |

Kitchen Appliances (available at no additional cost)

Warming Oven Refrigerator Freezer Ice Machine **Event Total \$** _____

PAYMENT INSTRUCTIONS: Payment is due prior to event date on ____/____/____ (Initials _____)

Payment received on ____/____/____, cash / check # _____ for \$ _____

Deposit received on ____/____/____, cash / check # _____ for \$ _____

Cleaning fee \$ _____ -50.00
 Additional fees \$ _____
 Refund amount \$ _____

CANCELLATION POLICY

CANCELLATIONS NOT RECEIVED IN WRITING AT LEAST 45 DAYS PRIOR TO THE SCHEDULED FUNCTION MAY BE SUBJECT TO A CANCELLATION FEE OF 50% OF ESTIMATED FUNCTION CHARGES LAKE HAVASU ASSOCIATION OF REALTORS® STANDARD TERMS AND CONDITIONS

The Association and the Renter agree to the following terms and conditions:

Deposits: The Association may request a non-refundable deposit for any function.

Beverage, Food and Bar Services: The Renter agrees to abide by all existing Federal, State and local statutes governing the sale and consumption of alcoholic beverages. The Association reserves the right, at Association's discretion, to cease beverage service if, in the opinion of the Association management, to do so is in the best interests of the Association, its employees, guests or function.

Beginning and Ending Times: The Association agrees to provide the facilities and items as specified on this contract. The Association shall not be liable for delays caused by the Renter, acts of God, civil disturbance, other persons, utility interruptions, or for any delay caused by the late release of the assigned space by a prior occupant having been given proper notice by the Association. The Renter agrees to release any and all occupied function space and to remove all non-Association property located therein at the ending time specified. If the Renter requests use of the Association's REALTOR® Center for any time beyond the hours of the function set forth, such request shall be subject to the approval of the Association, and the payment of overtime costs, fees, wages, and charges at the overtime rates in effect at the Association REALTOR® center on the day of the function will be assessed.

Additional Charges: Additional charges will be made for any additional items requested by the Renter and/or agent whether the request be made in writing or orally.

Use of the Facilities: Renter may use the business name and address of the Association REALTOR® Center in public announcements advertising this specific function. The typeface used for the Association name may not be the predominate typeface of any announcement. The Association telephone number and registered logo insignia may not be used or displayed without prior Association approval. Use of the Association's name and address shall not be considered as endorsement or sponsorship of any function, but serve only for location purposes.

Damage to Association Property: The Renter agrees to pay the Association for any and all interior and exterior damages arising from the occupancy and use of Association facilities by the Renter, Renter's contractors, guests and any persons present at the function. Such payments shall be due upon submission of invoice by the Association. **Nailing, tacking, stapling, gluing, or taping anything to the walls is strictly prohibited. Room should be left the way it was found, or the cleaning/damage deposit will not be returned to the Renter.**

Defaults and Remedies: Should the Renter defaulting performance of the contract, the Association shall have the right to seek all legal remedies necessary in the recovery of damages including a possessory lien on all property of Renters on Association premises. In addition to damages, the Association will be reimbursed by the Renter for all reasonable legal fees and expenses incurred in seeking relief of damages and any collection fees.

Security: The Association or Renter may be required to provide the services of security staff or other designated agencies approved by the Association or provide reasonable security at a function. Renter agrees to be responsible for and pay for security services that are assigned specifically for Renters function.

Firearms, Fireworks, Noisemakers, Mechanical Devices: The Renter shall not permit any firearms, filming devices and mechanical devices upon Association property without prior approval of Association management.

INDEMNIFICATION: The Renter personally and individually agrees to indemnify and hold harmless the Association, 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, Association premises, or Association property, other than causes occasioned by gross negligence for international action. Renter shall, at Association option, provide the Association with public liability and property damage insurance without cost to the Association in an amount and form approved in advance, in writing, by Association. Any insurance must include all indemnities as named or additional insurers.

Disclaimer: Renter acknowledges that the Association has no responsibility for damages or loss to any personal property on or about the premises, and that no bailment for personal property is assumed by the Association.

Signature

Date