

# CONVENTION CENTER ROOM RENTAL QUOTES AND RATES

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ DATE \_\_\_\_\_

Available Rooms: A-Convention Center | B-Convention Center (right section) | C-Class Room | D-Directors Room

<b>MEETING OR CLASSES ONLY</b> (No rate discounts available)			<b>CLEANING/DAMAGE DEPOSIT</b>
3 Hours -\$100	6 Hours - \$175	9 Hours - \$250	\$200

<b>PRIVATE PARTIES ONLY</b>		<b>CLEANING/DAMAGE DEPOSIT</b>
0 – 30	\$300	\$ 500
31 – 75	\$450	\$1,000
76 – 149	\$600 (Security Guard may be required/Minimum of 4 hours)	\$1,500
150 and over	\$750 (Security Guard may be required/Minimum of 4 hours)	\$2,000

**DEPOSIT WILL BE REFUNDED LESS \$200 FOR SANITIZING BATHROOMS AND ANY ADDITIONAL CLEANING OR DAMAGE FEES.**

**EXTRA AMENITIES**

Bar	\$ 25.00	
Wall Removal	\$ 25.00	
Walk-in Cooler	\$ 25.00	
Table Cloths	\$ 5.00 / each	Minimum of two (2) weeks' notice required prior to event date and may be subject to additional costs.
Napkins	\$ 1.50 / each	Minimum of two (2) weeks' notice required prior to event date and may be subject to additional costs.
Early Set-Up	\$ 50.00	Day before rental, access after 5pm
Unauthorized Entry	\$100.00	Before rental period begins or after rental period ends.
Extra Hour	\$ 25.00	
Extra Hour after midnight	\$ 50.00	parties with under 100 guests
Extra Hour after midnight	\$ 75.00	parties with over 100 guests

**CLEANING, DAMAGE, SET-UP COSTS** (if applicable)

Carpet Square Damage/Replacement	\$50/square
Carpet Square Cleaning	\$25/square
Chair Cleaning	\$ 8/per chair
Additional room set-up / take down	\$75/event

**AUDIO/VISUAL EQUIPMENT**

Projectors	\$50.00 / per day
Microphone	\$25.00 / per day
Photocopies	\$ 0.25 / per copy
Fax Usage	\$ 1.00 / per sheet

**MISCELLANEOUS ITEMS**

29 6' Round Tables  
 230 Chairs  
 Aprx. Room Dimensions = 45'x 90'

A MINIMUM 72 HOURS NOTICE REQUIRED FOR EQUIPMENT SET-UP AND RENTAL  
 RENTAL EQUIPMENT SUBJECT TO AVAILABILITY

**\*\*\*PRICES ARE SUBJECT TO CHANGE\*\*\***

\_\_\_\_\_

Initial



# LAKE HAVASU ASSOCIATION OF REALTORS®

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

## RENTAL AGREEMENT

Date of Event: \_\_\_\_\_  
Day of the Week: \_\_\_\_\_  
Rental Hours: \_\_\_\_\_  
Emergency Contact Phone #: \_\_\_\_\_  
**(Event must be concluded by 12:00 midnight)**

NAME OF LESSEE: \_\_\_\_\_ MEMBER (YES/NO) \_\_\_\_\_

ADDITIONAL RESPONSIBLE PERSON: \_\_\_\_\_

TELEPHONE NUMBERS: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

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

**FUNCTION:**  Private Party  Meeting/Class

Description: \_\_\_\_\_

### CHARGES:

Number of guests: \_\_\_\_\_ # Tables: \_\_\_\_\_ # of Chairs per Table: \_\_\_\_\_ Room Rate: \$ \_\_\_\_\_

**Events with more than 75 guests: Will alcohol (includes but not limited to beer, wine, distilled spirits, and alcopop) be served, provided, consumed, brought on the premises, and/or available for purchase?**  Yes  No

*Security Guard(s) will be required and hired by LHAR for events with more than 75 guests when alcohol is provided, etc. (Waived for LHAR REALTOR® and Affiliate Members)*

**Forfeiture Policy: Renter will forfeit entire deposit if alcohol is served and not disclosed. \_\_\_\_\_ (Initial)**

**Kitchen Appliances Needed** (no additional cost):  Warming Oven  Refrigerator  Freezer  Ice Machine

### Extras:

Bar: \$25  Wall Add/Removal: \$25  Walk-in Cooler: \$25 \$ \_\_\_\_\_

Security Guard / Minimum 4 hours *(Waived for LHAR Members)* \$ 35.00 hr. x \_\_\_\_\_ hours/ \$ \_\_\_\_\_  
*(Required for events with more than 75 guests when alcohol is being served, to include but not limited to beer, wine, distilled spirits, and alcopop.)*

\*Table Cloths: Color: \_\_\_\_\_ \$ 5.00 ea. x \_\_\_\_\_ \$ \_\_\_\_\_

\*Napkins: Color: \_\_\_\_\_ \$ 1.25 ea. x \_\_\_\_\_ \$ \_\_\_\_\_

Additional Room Set-up/Take down (if applicable) \$75.00 \$ \_\_\_\_\_

Early Entry/Set-Up \$50.00 \$ \_\_\_\_\_

*\*Minimum two (2) weeks notice required prior to event and may be subject to additional fees.*

**Audio/Visual/Equipment** (rate per day): \_\_\_\_\_ \$ \_\_\_\_\_

Additional Fees \_\_\_\_\_ \$ \_\_\_\_\_

Member Discount *(Excludes Meeting/Class rate)* – 25% (\$ \_\_\_\_\_)

Event Total \_\_\_\_\_

**DEPOSIT:** Deposit due on \_\_\_\_/\_\_\_\_/\_\_\_\_, (Renter's Initials \_\_\_\_\_) in the amount of \$ \_\_\_\_\_

**Cleaning Fee** **\$(200.00)**

Additional charges for interior and/or exterior damages and/or additional cleaning costs or staff overtime \$(\_\_\_\_\_)

Refund issued on \_\_\_\_/\_\_\_\_/\_\_\_\_ check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

## LAKE HAVASU ASSOCIATION OF REALTORS® STANDARD TERMS AND CONDITIONS

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

### 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.

### 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 the 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.

### ALCOHOL FORFEITURE POLICY

Renter will forfeit the entire deposit if alcohol is served, provided, consumed, brought on the premises, and/or available for purchase and not disclosed. Alcohol includes but is not limited to beer, wine, distilled spirits, and alcopop.

### BEGINNING AND ENDING TIMES

The Association agrees to provide the facilities and items as specified in 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. The Renter may not enter the facilities after the specified term of this contract.** 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 incurred for any additional items requested by the Renter and/or agent whether the request be made in writing or orally. Convention Center Rentals includes two (2) hours staff time, any additional time will be charged at \$75/hour.

### USE AND DAMAGE POLICY

**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 and/or cleaning costs arising from the occupancy and use of Association facilities by the Renter, Renter's contractors, guests and any persons present at the function. Such costs deducted from deposit. If costs exceed the deposit amount, 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. Glitter, confetti, and silly string are not allowed. Use of flames in the facility is prohibited. Room should be left in the condition it was received or the cleaning/damage deposit will not be returned to the Renter.**

### **DEFAULTS AND REMEDIES**

Should the Renter default on 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 GUARDS**

**Security:** The Association or Renter may be required to provide the services of security staff or other designated agencies provided by the Association at a function with more than 75 guests when alcohol is served, provided, consumed, brought on the premises and/or available for purchase. Includes but not limited to beer, wine, distilled spirits, and alcopop. Renter agrees to pay for security services that are assigned specifically for Renter's function. *(Waived for LHAR REALTOR® and Affiliate Members)*

### **FIREARMS, FIREWORDS, NOISEMAKERS, AND MECHANICAL DEVICES**

The Renter shall not permit any firearms, filming devices, or 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.

By signing below, I acknowledge and agree to the terms of this agreement and that I have received and reviewed a copy of the Room Rental Quotes and Rates.

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Lessee Signature

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Date



Lake Havasu Association  
of REALTORS®

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

**EMERGENCY CONTACT:** \_\_\_\_\_

## **REALTOR® CONFERENCE ROOM EXIT & CLEANING POLICY**

Clients are responsible for arranging tables and chairs for their function, as well as putting tablecloths, napkins, place settings, etc. on tables. **Please, no glitter or confetti are allowed due to clean up difficulties.**

**The REALTOR® Center must be left in the same condition it was in when you received it.**

**NO SMOKING IS ALLOWED IN THE BUILDING OR ON THE SIDEWALK BETWEEN THE REALTOR® CONVENTION CENTER AND THE LAKE HAVASAU ASSOCIATION OFFICE BUILDINGS. ALL SMOKING MUST BE DONE IN THE PARKING LOT OR 20 FEET FROM ANY DOOR. PLEASE DEPOSIT CIGARETTE BUTTS IN ASH TRAYS LOCATED IN THE PARKING LOT OR PATIO AREA. IF ANY CIGARETTE BUTTS ARE FOUND ON THE SIDEWALK OR PARKING LOT, THE CLIENT/LESSEE WILL BE CHARGED A CLEAN UP FEE.**

### **REQUIRED CLEANING:**

All cleaning supplies including vacuum, broom and mop are located in the closet in the kitchen as well as trash bag liners.

1. Tables need to be wiped clean & chairs pushed neatly under tables.
2. Carpet vacuumed and spot cleaned if anything is spilled on the carpet.
3. Kitchen sinks and counter tops wiped clean & floors swept and mopped.
4. Trash must be removed & placed in the dumpster located at the back of the parking lot. Liners must be placed accordingly.

### **CLIENT ALSO AGREES TO:**

1. Remove all items: Dishes, cups, glasses, utensils, etc., including food & beverages from the REALTOR® facility.
2. Clients will have the REALTOR® Center room cleaned and vacated by **12:00 midnight**, unless other arrangements have been made prior to the event.
3. **Return key after securely locking all exterior doors – then drop key in the mailbox located outside the association’s front office door.**

If any of the above items are not completed, the client understands that he/she will forfeit either a portion of their deposit or all of their deposit.

**I have read, understand, and agree to the terms of the Room Exit & Cleaning Policy.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*