

**GRAND RAPIDS ASSOCIATION OF REALTORS®  
ROOM RENTAL CONTRACT (MEMBER)**

Name \_\_\_\_\_ has tentatively reserved the following room(s)

- AUDITORIUM** @ \$250 each per morning or afternoon.
- MEETING ROOM** @ \$200 each per morning or afternoon.
- BOARD ROOM** @ \$125 each per morning or afternoon.

**SCHEDULED TIME**

You may have access to the room up to 45 minutes prior to the start of your meeting. If this is not a sufficient amount of time, you may want to make arrangements to set up one day prior to your event, provided the room is available.

Date of function: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Registration time: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

**AUDIO / VISUAL REQUIREMENTS FOR BOARD ROOM & MEETING ROOM  
(For A/V requirements when renting the Auditorium, please complete the attached Addendum)**

Please place a check next to the A/V equipment you will require:

- Microphone (at podium or can be hand-held)
- Lavalier Microphone
- Liquid Writing Board
- Screen
- Flip Chart

**SET-UP REQUIREMENTS**

Please check all that apply for your preferred room arrangement:

**AUDITORIUM** (fixed seating for 170 persons – **No additional seating to be brought in**)

- Podium  Registration Table
- Display table outside room in foyer
- Table on stage for panel of \_\_\_\_\_ persons
- Other \_\_\_\_\_

**MEETING ROOM:** (seating for 40 classroom style)

- Podium (center tabletop)  Registration Table
- Display table outside room in foyer
- Other \_\_\_\_\_

Room Style:  Classroom style or  Other \_\_\_\_\_

**BOARD ROOM:**

Seating for 20 persons, conference style

**Please communicate to us any special needs and we will try to accommodate. GRAR is responsible to the terms of this agreement only. Administrative or clerical staff are not included for assistance to your event.**

## ADDENDUM FOR AUDITORIUM RENTAL – AUDIO/VISUAL REQUIREMENTS

Provided at no additional charge:

- Audio - Specify:       Handheld       Lavalier
- Wireless Internet Access

Available for an additional fee:

- Video Projector - \$30
- One (1) large projection screen (center), two (2) 70" LCD Display Monitors (on either side of projection screen), and one (1) 60" Presenter's Confidence Display Monitor - \$25
- Record the event and provide a copy of it for publication/access at your website
  - Unmonitored\*** - \$50       **Monitored\*\*** - \$50 + \$40 per hour
- Record the event and make available at a GRAR-supported server for access by those given the link by you for up to 90 days
  - Unmonitored\*** - \$75       **Monitored\*\*** - \$75 + \$40 per hour
- Record and Live Stream the event
  - Up to 10 simultaneous locations/users - \$100 + \$40 per hour
  - Up to 50 simultaneous locations/users - \$600 + \$40 per hour
- Split Display – Display something different on the large projection screen than what is displayed on the two 70" LCD Display Monitors – Add \$30

\* **Unmonitored** means that Association staff will set up the recording from a single camera in a specified location which requires the speaker to stay within a specified area so as to always be within the range of the camera.

\*\* **Monitored** means that Association staff will be available in the production room for technical needs that arise and to record the event from 4 different cameras/angles throughout the room.

**FOOD AND BEVERAGE SERVICE**

Please complete this section if this is a food function (Note: coffee and tea service is provided for all functions and, therefore, does not appear in this section. Soft drinks and snacks are available in REALTOR Store for purchase). If you would like to organize/provide your own food service, you are more than welcome to.

**BREAKFAST :**

- Continental - Rolls/Danish/ Muffins/ Bagels \$3.00 per person (Optional: OJ – add .50)
- Full Meal – egg choice, meat choice, 2 sides  
(Based on Final Count – Call For Quote)

**BREAKS:**

- Cheese & Cracker Tray \$3.00 per person
- Sweet Tray – Chef’s Choice \$3.50 per person
- Fresh Fruit Platter (in season) \$4.00 per person

**LUNCHEON :**

- Assorted Sandwiches including Potato Chips and Jumbo Cookie \$8.99 per person  
(Optional: Beverage/Water or Pop - add \$1.50)

*Other Menu Choices are available upon request.*

**PLEASE CALL FOR ADDITIONAL OPTIONS**

**NOTE:** All of the above food prices are subject to a 6% sales tax by the caterer. Charges will be based on the final guarantee number which must be confirmed within 72 hours of the function. In the absence of this confirmation, charges will be based on the number of attendants indicated on page 1 of this contract. Catering cancellations are to be made 72 hours prior to the scheduled function. If sufficient notification is not received, the order will be paid for as a part of this contract.

**SECURITY DEPOSIT**

A security deposit of \$75 must be included with the signed contract. This amount will be credited toward your final room rental/catering bill if the room is left in order. In the event that there is damage to the equipment and/or premises after a final inspection, this amount will not be refunded.

Cancellations must be received within 48 hours of the scheduled function. If sufficient notification is not received, the rental fee still applies.

I have read and understand the information contained within this contract and agree to the terms within.

Signed: \_\_\_\_\_  
(By submitting this contract electronically you agree to all terms included in this contract)

Office: \_\_\_\_\_ Phone: \_\_\_\_\_

Method of deposit payment (check one):  Check (payable to GRAR)  Credit Card  
(please check one):  Visa  MasterCard  AmEx  Discover

Card # \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please sign and return with deposit to:  
Grand Rapids Association of REALTORS®,  
660 Kenmoor SE, Grand Rapids, Michigan, 49546  
Fax- 616-940-8216  
Attn: Macy Durry  
Phone-616-940-8225**