

REALTOR® Association of Southeastern Massachusetts
651 Orchard Street, Suite 101
New Bedford, MA 02744
Phone: 508-993-0406 Fax: 508-993-4386

ROOM RENTAL AGREEMENT

I/we _____ do hereby contract with the REALTOR® Association of Southeastern Massachusetts for the use of their meeting room on the _____ day of _____, 20____ between the hours of _____ and _____ for a sum of \$ _____.

I/ we understand that:

- 1) Room rates are \$200 for a full day (9 am – 4:00 pm) or \$100 for a half day or \$50 per hour. 50% discount for RASEM REALTORS & Affiliate Members. Subject to availability.
- 2) A non-refundable, 50% deposit is required. Final payment is due upon invoice after use of the premises. Prior to use, a count of the number of persons attending the program is requested. Maximum capacity is 50 people.
- 3) The use of RASEM’s main office area, kitchen, bathroom, electronic equipment, and office supplies is not for use. The projector and screen in the classroom are available at no additional cost.
- 4) A \$50 cleaning fee will be added to any rentals that will be serving food and/or beverages if the room is not returned to its original condition.
- 5) The renter may arrange the meeting room as he or she sees fit, but must return the room to the original classroom set up once the event is finished.

Name: _____

Email: _____

Phone: _____

Company: _____

Address: _____

Onsite Contact Name: _____

Onsite Contact Phone: _____

Purpose of Room Rental

Upon receiving the rental agreement and deposit, a RASEM staff member will contact you to confirm the date and to answer any additional questions.

One week prior to the event, having received full payment, a RASEM staff member will contact you with a lock box code to enter the meeting room on the event date.

Signature

For RASEM Staff

Accepted by: _____

Acting for: REALTOR® Association of Southeastern Massachusetts

Deposit Received: _____ Amount: \$_____

Check# _____ MC _____ VISA _____ DISCOVER _____ AMEX _____

Date Confirmed with Applicant _____

Balance Received: _____ Amount: \$_____

Check# _____ MC _____ VISA _____ DISCOVER _____ AMEX _____

Lock Box Code _____

Assigned to Applicant _____