

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 \$175 for a full day (9 am – 4:00 pm) or \$100 for a half day or \$40 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, electronic equipment, KUERIG and office supplies is **NOT** included with this rental. 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 _____