

TRICITY ASSOCIATION OF REALTORS (TCAR)  
MEETING FACILITY RENTAL AGREEMENT

This Meeting Facility Rental Agreement relates to that part of the premises at 7151 W. Clearwater Ave., Kennewick, WA described as the large conference room, restrooms, parking and access areas.

1. Renters name: \_\_\_\_\_
2. Organization name: \_\_\_\_\_
3. Mailing address: \_\_\_\_\_
4. Telephone: \_\_\_\_\_ Alternative telephone: \_\_\_\_\_
5. Use of the premises shall be limited to the following purposes(s) exclusively: \_\_\_\_\_

\_\_\_\_\_ and shall not exceed 70 persons.

- |                    |                  |
|--------------------|------------------|
| 6. Rental Date(s): | Inclusive Hours: |
| _____              | _____ to _____   |
| _____              | _____ to _____   |

7. Rental Fees:
- \$ \_\_\_\_\_ (room rental) x \_\_\_\_\_ (#of 4 hour periods)      \$ \_\_\_\_\_

Reservation Fee paid: \$ \_\_\_\_\_  
(Applied to billing if no cancellation)

Damage Deposit paid: \$ \_\_\_\_\_

Key Deposit paid: \$ \_\_\_\_\_

**Payment Method:**

\_\_\_\_\_ Check      \_\_\_\_\_ Credit Card (Visa, MC)

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ V Code \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing address \_\_\_\_\_ Zipcode \_\_\_\_\_

## TERMS AND CONDITIONS OF RENTAL AGREEMENT

### Facility Use:

Rental/use of Conference Room is restricted to TCAR Members only.

- a) Renter acknowledges that Renter is obtaining a license to use the facilities specified on a limited basis, for a limited duration, and in no way is obtaining any interest in the real property therein.
- b) Renter understands and accepts that Renter has no rights to enter or use areas of the facility not specifically contracted for herein, including administrative offices, other meeting rooms, etc. Renter also understands and accepts that TCAR shall have the right to enter any portion of the facility at any time.
- c) Solicitations of donations are prohibited in or around TCAR facilities without express written consent from TCAR.
- d) This is a non-smoking facility. Any smoking will result in forfeiture of the Renter's damage deposit.
- e) No alcohol is allowed under any circumstances. Illegal activities and substances are prohibited.
- f) Open flames such as candles are not permitted.
- g) Renter is responsible for all room setup and equipment needs unless otherwise noted.
- h) All rentals are subject to Renter leaving the room(s) as found. This includes all clean up of paper and materials; returning any moved furniture to its original location, etc. Your own food and/or beverage may be brought in, however this must be cleaned up and "leftovers" removed. Part or all of your damage deposit may be forfeited if room is not left as found.
- i) Renter must be on hand to meet any vendors, caterers, set-up people, etc. for which they have contracted prior to the meeting and agree that the TCAR and its staff are not responsible for payment, acceptance and/or signatures.
- j) The TriCity Association of Realtors name and phone number shall not be used on any promotional materials for Renter's event. TCAR address may be used only for location and direction purposes. In addition, advertising by the sponsoring organization or Renter must not lead an attendee or the public to believe the TCAR endorses or supports Renter's function.
- k) To prevent damage to the facility, Renter agrees not to attach items to any wall, floor, window, floor or ceiling with nails, tape or any other substance unless TCAR first provides written permission and instructions.
- l) The use of glitter, confetti or any similar decoration is strictly prohibited.
- m) Renter will be responsible for removal of trash.
- n) TCAR facilities will be rented only to TCAR members and Washington Realtors for real-estate related matters. Facility is not available to outside clubs and/or associations or companies for which a TCAR member is not the sole owner.

Renter Signature \_\_\_\_\_

- n) TCAR reserves the right to refuse use of facilities in the event we feel the content or subject of the intended use could be deemed to harm, damage, or not be in the best interest of the TCAR or its members.
- o) No electronic equipment is included as a part of this Rental Agreement. If Renter wishes to use any electronic equipment owned by TCAR, a separate Agreement governing rental cost, equipment use and equipment safe keeping must be completed and signed.

Costs/Fees:

- a) A reservation fee of \$25 is required to reserve a date. The reservation fee will be applied to the billing if no cancellation. If a reservation is cancelled within 7 days before the event, there shall be no refund of the reservation fee.
- b) Rental rates:  
\$50 per 4 hour period, 4 hour minimum  
  
ALL RENTERS are required to pay a \$100 damage/cleaning deposit; a \$25 reservation fee; and a \$100 key deposit if applicable.
- c) Payment in full of rental rate is required 7 days prior to the rental date. If full payment is not received, TCAR reserves the right to cancel the Agreement.
- d) Renter agrees to submit a damage/cleaning deposit of \$100 with this signed agreement. Should any damage occur to premises, furnished equipment and/or furniture, Renter agrees to pay for restitution and repair. Any damage resulting from food or beverages will be deducted from the deposit. Renter shall be responsible for any and all damage caused by any person in attendance. If damages exceed the deposit amount, Renter hereby agrees to pay the additional amount required.
- e) Use of the facilities shall be strictly confined to the time limits set forth in the Rental Agreement. Additional time required for installation or removal of equipment, meeting material setup and/or break down, decorating, etc., shall be included in the time contracted for. All set up must be done the day of the event unless arrangements have been made prior to the date with TCAR staff.
- e) If rental involves hours outside usual TCAR operating hours, arrangement may be made to sign out a key. A \$100 Key Deposit is required at that time. Any and all keys must be returned within 24 hours or the Key Deposit will be retained to cover re-keying expense.

Security:

- a) The individual who signs this document must serve as the primary contact and will be held responsible for any damage to the facility occurring during the approved event. The primary contact handles all communications and arrangements with the TCAR staff and accepts responsibility for compliance with all rules set forth in this Agreement.
- b) TCAR will not assume any responsibility for damage or loss of any merchandise or article on TCAR property, brought into the facility, for any item unattended, or for any act of any attendee.

Renter Signature \_\_\_\_\_

- c) Renter shall be responsible when closing the building for the night, for turning off all interior lights, electrical appliances/equipment, turning off air conditioning switches and fans, locking all windows, locking all doors and arming the security system (if applicable).
  
- d) Renter personally agrees to indemnify and hold harmless TCAR, 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, TCAR premises or property. Renter shall, at TCAR option, provide proof of satisfactory liability insurance in an amount and form approved in advance, in writing, by TCAR. Any insurance must include all indemnities as named or additional insurers.

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