

CONDITIONS FOR RENTAL and USE of the Association CONFERENCE ROOM

Dates of Function: _____

REQUIREMENTS TO HOLD ROOM

Room reservation is confirmed upon receipt of the signed contract, the total room rental charge, and \$100 cleaning/security deposit.

PAYMENT METHOD

Acceptable methods of payments are cash, Visa or MasterCard. Contact the Association for information regarding credit card payment. Payment must be received upon submission of contract.

CLEANING/SECURITY DEPOSIT

A deposit of \$100 is required for use of the room. If the room is left in good, clean condition the full deposit will be refunded. If the room requires cleaning, or if the room requires repair due to negligence on behalf of the rental party, a portion or all the deposit will be retained by the Association for such work. The rental party shall be responsible for damages or repairs that exceed the cleaning/security/equipment deposit. (see final settlement).

FINAL SETTLEMENT

A final statement will be sent to you for any incidental charges incurred. The statement will reflect the total charges, less payments received. Payment shall be due fifteen (15) days from statement date.

CANCELLATION POLICY

Cancellations must be in writing and received five (5) days prior to the function for a full refund. Written cancellations received fewer than five (5) days prior to the function will receive a 50% refund of room rental fee (cleaning/security deposit will be fully refunded).

OPERATIONAL CONDITIONS:

- 1. Business hours: Monday – Friday, 8:00 am to 5:00 pm. Advance set-up and cleanup must be accomplished within these hours.*
- 2. Registration will be the responsibility of the person or organization renting the facility.*
- 3. Advertising will be the responsibility of the person or organization renting the facility (no advertising or individual promotion will be done by the Association; i.e., the Association will not email, fax, post nor distribute fliers).*
- 4. Food and non-alcoholic beverages are permitted. Alcohol is strictly prohibited.*
- 5. Smoking is prohibited inside of the building and permitted only in designated exterior locations.*
- 6. Sub-letting of the room is not permitted.*
- 7. No outside equipment may be used without the prior written consent of the Association.*

CONTRACT AGREEMENT

Signing this contract agreement constitutes approval and acceptance of all details stated herein. This agreement must be signed and returned to the Association a minimum of ten (10) business days prior to Function Date. This agreement will be valid and binding upon acceptance and execution by the Association.

Entity Renting Space:

Approved/Accepted by: _____

Printed Name

Signature

Date

BULLHEAD CITY / MOHAVE VALLEY Association of REALTORS®:

Approved/Accepted by: _____

Association Authorized Representative – Signature

Date