



OBAR MEETING SPACE CONTRACT FOR RENTAL

The following company agrees to abide by the rules and conditions set forth in the OBAR Meeting Space Policy & Terms to rent the:

- Main Level Conference Room** (Board table seats 14, with extra chairs available)
- Upper Level Classroom "Killgore Training Center"** (Classroom set-up with tables seats 34, or 50 theater-style)

COMPANY NAME: _____

CONTACT PERSON: _____

TELEPHONE: _____ EMAIL: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

DAY(S) & DATE(S) REQUESTED _____ RENTAL FEE*: \$ _____

TIME ROOM TO BE READY BY: _____ # OF PEOPLE ATTENDING: _____

HOUR(S) REQUESTED FROM: _____ TO: _____

PURPOSE / USE OF RENTAL: _____

SET-UP REQUESTS (*additional charge may apply*): _____

SIGNATURE OF PERSON RESPONSIBLE: _____

*Rental Rates are outlined on the opposite page. Members may request to be billed. Non-Members must pay in advance. This form must be completed, signed, and received to confirm rental.

Thank you for selecting and using our facility!

Please email to leah@outerbanksrealtors.com or fax to (252) 441-7524

Office Use Only: Accepted By: _____ Date: _____

Billed: _____ Payment received: _____



OBAR MEETING SPACE POLICY & TERMS

The Outer Banks Association of REALTORS® (OBAR) meeting spaces are available for rental **at very reasonable rates**. The spaces may be used for training sessions, sales meetings, seminars, etc. Rentals are available under the following policy guidelines:

Main Level Conference Room

Member Rental Rate: Complimentary

Non-Member Rental Rates: \$50 partial day (<5 hours); \$100 full day (5+ hours)

Platinum/Diamond/Gold/Silver Level Community Partner Rental Rates: Complimentary

Upper Level Classroom "Killgore Training Center"

Member Rental Rates: \$75 partial day (<5 hours); \$150 full day (5+ hours)

Non-Member Rental Rates: \$150 partial day (<5 hours); \$250 full day (5+ hours)

Platinum/Diamond/Gold Level Community Partner Rental Rates: Complimentary

Rental rates include the following:

- Basic meeting space with normal room arrangements. Special requested room arrangements may be charged an additional set-up fee of \$25.00, such as theater-style (50 seats) or hollow-square. Room may be rearranged by lessee without charge but must be returned to original set-up at conclusion.
- Parking is available for 30 vehicles. Additional parking is available directly across the street in the Harris Teeter parking lot.
- Coffee/tea and bottled water are complimentary.
- Use of OBAR equipment including: Projector (VGA and HDMI connections), screen, amplified speaker, Wi-Fi and wired internet connection, white-board easel with flipchart, podium (Killgore Training Center only), kitchenette, and restrooms.
- Conference call capability is available upon request (Main Level Conference Room only).
- Charitable organizations (501.c3) are eligible for waivers of rental rates. Please inquire when booking.

The following are conditions of rental:

- All rentals are subject to leaving the meeting space 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. A service/damage fee of up to \$100 may be charged if meeting space is not left in satisfactory condition.
- The use of alcoholic beverages will not be permitted. Smoking will not be permitted inside the facility.
- Hours: If rental requires hours outside usual Association operating hours (8:30a – 5:00p; Monday – Friday), please contact the executive officer to discuss.
- Insurance: Organizations may be required to provide documentation naming OBAR as a covered entity.
- Rental Arrangements: Dates may be arranged by contacting the Association office, (252) 441-4036, and will be available on a first-come, first-serve basis. Telephone reservations will be held on a tentative basis for up to one week, pending receipt of contract.
- Cancellations made 14 days or more prior to rental date are eligible for a full refund. Cancellations within 14 days of rental date will not be eligible for a full refund and will be charged 50% of their rental fee.