



Meeting Space Guide

970.766.1028

vbr.net





The Vail Board of Realtors® offers 2 facility spaces for groups of 12 to 42 people.

With upgraded projection systems in each room, we have everything you need to host meetings, training sessions and professional gatherings.

How to Schedule a Reservation

Contact VBR's Membership and Office Manager

- Phone: 970.766.1028
- Email: jessica@vbr.net

Fees

NON-PROFIT

- Meetings: Half day use of boardroom or multi-purpose room - complimentary for non-profit affiliate members.
- Full day use for company meetings/gatherings - discounted rate of \$50 for multi-purpose room and \$25 for boardroom.

VBR MEMBER

- Meetings: Half day use of boardroom or multi-purpose room - 2 complimentary usages per year.
- Half day or full day use for company meetings/gatherings - discounted rate of \$200 for multi-purpose room and \$50 for boardroom.

NON MEMBER

- Multi-Purpose Room - Full Day Rental (4-8 hours): \$350 | Half Day Rental (1-3 hours): \$250
- Boardroom - Full/Half Day Rental: \$100

Set-Up & Clean-Up

- Multi-purpose Room may be arranged to your liking. Return the room to its original configuration before leaving
- Remove or dispose of food and beverages. Do not leave any food with the Vail Board of Realtors. Recycling and dumpsters are located in the parking structure of the Riverwalk.
- Ensure all belongings are removed. The Vail Board of Realtors® is not responsible for damage or loss.



Audio/Visual

MULTI-PURPOSE ROOM

- (2) 4K Sony Home Cinema projectors
- (2) DaLite 50"x 67" high contrast projection screens
- DaLite 48"x 60" wall mounted whiteboard
- Behringer dual line audio mixer
- Presenters must supply their own computer
- Vail Board of Realtors has HDMI cords for Mac and PC presentations

BOARDROOM

- Telephone conferencing capabilities
- 189.3 cm/74.5 in Sony Ultra HD TV monitor
- Presenters must supply their own computer

INTERNET ACCESS

- Wireless internet (WiFi) is available. Password is found on front wall of classroom.

Hours of Operation

Monday-Friday 8:30 AM- 5:00 PM

Closed on the following holidays: New Year's Eve and Day, Christmas Eve and Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving Day. The office may be closed occasionally on additional days.

Location & Parking

275 Main Street, Suite G004, Edwards, Colorado

The Rooms are located in the Vail Board of Realtors office conveniently located in the heart of Eagle County. The office is 15 minutes East of Gypsum and 15 minutes West of Vail Village. The best entrance of Riverwalk is the easternmost entrance off of Highway 6. Make a right and continue past Etown restaurant. Vail Board of Realtors is located near the Eagle River on the corner of the building, bottom floor.

Parking is free on-site but may be limited due to Riverwalk events or home-owner parking.

Room Options

The Vail Board of Realtors® offers a state of the art, multi-media facility for meetings and classes. Rooms are available Monday through Friday from 9:00am until 4:45pm. A contract and credit card are required to guarantee a requested date.

MULTI-PURPOSE ROOM

Our Multi-Purpose Room can accommodate up to 42 guests in a classroom setting. It includes two LCD projection screens and a wall-mounted whiteboard.

Room includes 20 rolling tables and 40 rolling chairs.



BOARDROOM

The Boardroom at the Vail Board of Realtors® office can accommodate up to 12 people. This spacious room has a full wall of windows overlooking the Eagle River.

It includes a Sony Ultra HR 189.3 cm diagonal TV.



During Your Meeting

- The Office/Affiliate running the class will be in charge of providing all materials needed for class/event and communicating with any instructors and attendees. We have printing services available here for 15 Cents per page. Any printing needed is due 3 days prior to the class/event. The VBR does not take registrations for outside classes/events.
- The Office/Person is responsible for providing their attendees with their contact information for any questions/registrations, not the VBR staff.
- Coffee service (Regular and Decaf coffee served via Airpots) is provided for a fee of \$35 and Bottled water and Sodas are provided for a fee of \$2 per person. We also have K Cups that are available to use for a charge of \$2 per person. Beverage service must be requested 2 days prior to class.
- Please instruct all attendees that cell phones are not to be used in the VBR lobby. We also do ask that attendees take interpersonal conversations away from the lobby.
- VBR Staff is unable to provide concierge services outside of Realtor services already provided.
- Rudeness to any staff member from any host, instructor, or attendee will not be tolerated.
- Please be aware that the VBR does not have a front desk/concierge staff member. Please make sure to inform all attendees that you- and not the VBR-are the class host. We suggest having a greeter in the lobby in the event that the VBR staff is assisting other clients.
- The rooms are only available Monday-Friday from 9 AM until 4:45 PM. All classes and events must disperse by 4:45 PM.

Vail Board of Realtors®

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