

## Room Rental Agreement and Rates

Payment and a completed rental agreement (page 2) are required for us to hold the date for your event. For more information, email [emily@bridgeaor.org](mailto:emily@bridgeaor.org) or call (510) 848-7887.

**Location:** 2855 Telegraph Avenue, Suites 104 or 600, Berkeley, CA 94705

### Training Center Suite 104: Seats up to 75

	Members	Non-Members
Full Day (9am - 4:45pm)	\$415	\$500
Half Day (4 hours)	\$220	\$302
Hourly	\$ 82	\$110

### Conference Room Suite 600: Seats up to 23

Full Day (9am - 4:45pm)	\$132	\$220
Half Day (4 hours)	\$ 66	\$165
Hourly	\$ 22	\$44

### Additional Charges:

**Coffee and Tea Service:** For 1-25 attendees \$30 26-75 \$60

**Room set up/ Cleaning Fee:** events with over 50 attendees \$35

The Bridge Association of REALTORS® Training Center and Conference Room are leased on a fee basis and used for a variety of educational and promotional events.

The following rules and regulations apply to lease and use of the Training Center:

**1.** Bridge AOR must receive completed rental agreement and full payment in order to secure/schedule the event. Non-members must submit COI (copy of insurance) with additional insured, Bridge Association of REALTORS®, listed.

**2.** Additional charges applied for coffee and tea service, and events with over 75 people.

**3.** Standard accommodation in the Training Center is 75 people; Maximum capacity is 100 people which includes an additional clean up fee & set up fee of \$35.00. Special seating arrangements **MUST** be made in advance.

**4.** Rental hours are **9:00am - 4:45pm Monday-Friday**. Events before or after this time require prior approval and additional charges. No weekend events.



## Rental Agreement

Full Name: \_\_\_\_\_ AOR Member? \_\_\_\_\_

Company Name: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Email: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Phone: \_\_\_\_\_

Start/End Time: \_\_\_\_\_

Room Requested: \_\_\_\_\_ Coffee/Tea Service? \_\_\_\_\_

Total Amt to be Charged (see page one for breakdown): \_\_\_\_\_

Special Need/Requests: \_\_\_\_\_

**Scan and email completed form to [emily@bridgeaor.org](mailto:emily@bridgeaor.org).**

Please make checks payable to **Bridge AOR** - Contact us directly for credit card payments

The undersigned shall indemnify, hold harmless, save and defend Bridge Association of REALTORS® and its agents, directors, officers and employees from and against all claims, liens, liability, loss or damage, including, but not limited to costs, expenses and attorney's fees; whether or not caused by the actual or claimed negligence (active or passive) of the lessee, its agents, licensees, employees or invitees, either as the sole or contributing cause, for damage to property, wherever situated, and bodily or personal injuries, including death at any time resulting there from sustained by any person or persons, which damages or injuries arise out of, or occur in connection with, directly or indirectly, the use of the Bridge Association of REALTORS® facilities by the lessee. The undersigned further agrees that Bridge AOR is not responsible for any damage to property or bodily injury. Bridge AOR may require that the lessee provide public liability insurance naming Bridge AOR as an additional insured for the period of lease of the Auditorium.

*The undersigned represents and warrants that he or she is authorized to enter this lease on behalf of the organization identified above. All fees are payable in advance of the date of use of the Auditorium. The undersigned has read the foregoing terms and conditions and agrees that the lease and use of the Auditorium shall be in accordance therewith.*

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_