

## Conference Room Rental Policy/Lease Agreement

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between REALTORS® Association of Lake & Sumter Counties, Inc. Hereinafter referred to as "Lessor", and

\_\_\_\_\_ hereinafter referred to as

"Lessee" of the address \_\_\_\_\_

Phone \_\_\_\_\_ Alternate contact \_\_\_\_\_

In consideration of the mutual covenants and promises contained herein, Lessor and Lessee agree as follows:

1. Lessor grants to lessee the right to occupy and use only the REALTORS® Association of Lake & Sumter Counties, Inc. facility located at 3001 State Road 19, Tavares, Florida 32778, hereinafter referred to as "The Premises" and only as outlined in this agreement on the following day(s) \_\_\_\_\_ beginning at (rental start time) \_\_\_\_\_ and ending no later than \_\_\_\_\_. Alcohol consumption (if any) must be confined to the Conference room area and curtailed one half (1/2) hour before the finish time of the actual event.
2. Rental fee and charges to be paid as stated on the last page of this agreement. At the time of the execution of this Lease/Rental Agreement, Lessee shall pay Lessor the total rental fee. (see page three) \$\_\_\_\_\_.
3. Lessee shall have the right to cancel this Lease/Rental Agreement and all rental fees will be refunded in full, provided the Lessee provides Lessor with written notice of the cancellation of this Lease/Rental Agreement fourteen (14) days prior to the rental date. If cancellation occurs after the fourteen (14) days written notice the Lessee shall forfeit the Good Faith Security Deposit defined on page three (3) of this agreement.
4. Any default by Lessee under the terms and conditions of this lease/rental agreement, or lessee failure to appear, shall result in forfeiture of the total fees in number two (2) above.
5. If the premises, or any of its equipment, is damaged by the act, default, or negligence of Lessee or of Lessee's agents, employees, patrons, guests of any person(s) admitted to the premises by Lessee, Lessee shall pay to Lessor, on demand, such sum not limited to the security/damage deposit, as shall be necessary to restore the premises to its present condition. Lessee hereby assumes full responsibility for the character, acts and conduct of all persons admitted to the premises with or without the consent of the Lessee, or by or with consent of Lessee's employees or any person acting on behalf of Lessee or while Lessee is in possession of the premises. The Chief Executive Officer (CEO) of the Association, or her designee, will make a preliminary walk through sometime after the close of the rental function.
6. Lessor assumes no responsibility whatsoever for any property placed on the premises by Lessee, and Lessor is hereby expressly released and discharged by Lessee from any and all liability for loss, injury or damage to persons or property under this agreement and Lessee agrees to indemnify and save harmless Lessor from any claim or loss by reason of an accident or damage to any person or property arising out of this lease/rental agreement. Lessee agrees that Lessor may dispose of any property left on the premises at conclusion of Actual Event. The cost to dispose of such property to be paid by Lessee upon demand.
7. Lessee will only be allowed access to the premises for the purpose and time frame allotted within this agreement.

8. Lessee hereby acknowledges that Lessee has reviewed Lessor's rules for rental of "The Premises" which is part of this agreement. Any violation by the Lessee under this agreement shall result in a forfeiture of the Good Faith Security Deposit. Lessee acknowledges that it has inspected the premise and is familiar, satisfied and accepts premise in its present condition.
9. Lessee and Lessee's Caterer will be allowed access to the premises for the purpose of preparation and setup prior to the function and Lessee's Caterer will be provided access to the premises for a period of time not to exceed one hour from the time the function ended. Clean up must be satisfactory to the Association's CEO and if not then a Janitorial Service will be hired by the CEO and paid for by the Lessee upon demand.
10. If any legal action must be taken, all costs and expenses, including reasonable attorney's fees will be paid, on demand, by the Lessee both at trial and on appeal.
11. This agreement contains the entire agreement of the parties and cannot be changed except by written agreement signed by both parties. This agreement shall be construed, governed and interpreted pursuant to the laws of the State of Florida. Any claims or disputes arising out of or related to this agreement, or the breach thereof, shall be determined by Litigation in the appropriate court of the State of Florida located in Lake County, and Lessee hereby submits to the jurisdiction and venue of said court. Lessee has read, understands and agrees to abide by the terms and conditions of this Agreement and assumes total responsibilities of the function. The Lessee, and the person signing below, is authorized to enter into this Agreement.

In witness whereof, the parties hereto have signed this REALTORS® Association of Lake & Sumter Counties, Inc. Lease/Rental Agreement on the date written above.

Lessee: \_\_\_\_\_

Lessor: **REALTORS® Association of Lake & Sumter Counties, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

# CONFERENCE ROOM RENTAL RATES

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## Half Room

\$ \_\_\_\_\_ 4 Hours (\$100)  
\$ \_\_\_\_\_ Sales Tax (7%)  
\$ \_\_\_\_\_ \$30.00 per Hour – Cost of On-site Representative after 5:00 PM  
\$ \_\_\_\_\_ \$20.00 per pot of coffee (15 cups) including cream, sugar and stirs  
\$ \_\_\_\_\_ \$50.00 Audio/Video usage  
\$ \_\_\_\_\_ \$100.00 Good Faith Security Deposit Paid Day Lease/Rental Agreement signed.  
\$ \_\_\_\_\_ \$200.00 Damage Deposit Paid Day Lease/Rental Agreement signed.  
\$ \_\_\_\_\_ Total Rental Fee (*deposits will be refunded if the renter has left the facility clean and there is NO Damages*)

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## Half Room

\$ \_\_\_\_\_ 8 Hours (\$200)  
\$ \_\_\_\_\_ Sales Tax (7%)  
\$ \_\_\_\_\_ \$30.00 per Hour – Cost of On-site Representative after 5:00 PM  
\$ \_\_\_\_\_ \$20.00 per pot of coffee (15 cups) including cream, sugar and stirs  
\$ \_\_\_\_\_ \$50.00 Audio/Video usage  
\$ \_\_\_\_\_ \$100.00 Good Faith Security Deposit Paid Day Lease/Rental Agreement signed.  
\$ \_\_\_\_\_ \$200.00 Damage Deposit Paid Day Lease/Rental Agreement signed.  
\$ \_\_\_\_\_ Total Rental Fee (*deposits will be refunded if the renter has left the facility clean and there is NO Damages*)

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## Full Room

\$ \_\_\_\_\_ 4 Hours (\$200)  
\$ \_\_\_\_\_ Sales Tax (7%)  
\$ \_\_\_\_\_ \$30.00 per Hour – Cost of On-site Representative after 5:00 PM  
\$ \_\_\_\_\_ \$20.00 per pot of coffee (15 cups) including cream, sugar and stirs  
\$ \_\_\_\_\_ \$50.00 Audio/Video usage  
\$ \_\_\_\_\_ \$100.00 Good Faith Security Deposit Paid Day Lease/Rental Agreement signed.  
\$ \_\_\_\_\_ \$200.00 Damage Deposit Paid Day Lease/Rental Agreement signed.  
\$ \_\_\_\_\_ Total Rental Fee (*deposits will be refunded if the renter has left the facility clean and there is NO Damages*)

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## Full Room

\$ \_\_\_\_\_ 8 Hours (\$400)  
\$ \_\_\_\_\_ Sales Tax (7%)  
\$ \_\_\_\_\_ \$30.00 per Hour – Cost of On-site Representative after 5:00 PM  
\$ \_\_\_\_\_ \$20.00 per pot of coffee (15 cups) including cream, sugar and stirs  
\$ \_\_\_\_\_ \$50.00 Audio/Video usage  
\$ \_\_\_\_\_ \$100.00 Good Faith Security Deposit Paid Day Lease/Rental Agreement signed.  
\$ \_\_\_\_\_ \$200.00 Damage Deposit Paid Day Lease/Rental Agreement signed.  
\$ \_\_\_\_\_ Total Rental Fee (*deposits will be refunded if the renter has left the facility clean and there is NO Damages*)