

OREGON REALTOR® PLAZA, LLC

Room Rental Agreement

Today's Date: _____

Organization: _____

Contact: _____

Address: _____

Phone Number: _____ Email: _____

Event Date: _____ Event Time: _____ to _____

Event Name: _____ Estimated Attendance: _____

Room Set-Up:

- Board Room Style (seats up to 24)
- Classroom Style (seats up to 40)
- Theater Style (seats up to 65)

Equipment Included:

- 70" LCD TV (front of room) with HDMI & Apple TV connectivity
- 50" LCD TV (back of room) with HDMI & Apple TV connectivity
- Conference phone
- WIFI
- Kitchenette

	REALTOR® & OAR Affiliate Member Rates	REGULAR RATES:
Room Rental	<input type="checkbox"/> Hourly - \$25 #: _____ <input type="checkbox"/> Full day - \$150	<input type="checkbox"/> Hourly - \$50 #: _____ <input type="checkbox"/> Full day - \$300
Projector	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50
Coffee Service	<input type="checkbox"/> Free # pots requested _____ <i>*1 pot serves approx. 10 servings</i>	<input type="checkbox"/> \$10 per pot* # pots requested _____ <i>*1 pot serves approx. 10 servings</i>
₯ Deposit	\$100	\$100
TOTAL RENTAL FEES DUE		

Payment by check to: OREGON REALTORS PLAZA

Call for payment with credit card

₯ Return deposit/ payable to:

Address:

Terms

Reserving Party agrees to the following terms for reserving the Training Room ("Rental Space") on the second floor at the Oregon REALTOR® Plaza, LLC, ("Building"), located at 2110 Mission Street SE, Salem, Oregon 97302. The Building shall include common areas and parking areas.

1. _____ THIS AGREEMENT. This Agreement is entered into by and between Reserving Party and Oregon REALTOR® Plaza, LLC (collectively the "Parties") and applies exclusively to the above-mentioned reservation event. Any subsequent reservations must be accompanied by a newly executed agreement.
2. _____ RESERVATIONS. Reservations are valid upon the Deposit being received (refundable after acceptable inspection of Building and Rental Space) and Agreement is fully executed by the Parties. Access to the Building and Rental Space is limited to between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays, unless agreed upon otherwise, in writing.
3. _____ CHECK-IN & CHECK-OUT. Each reservation shall include a brief instruction by an authorized representative of Oregon REALTOR® Plaza, LLC on the inspection of the Rental Space, the use of the requested and approved equipment, and a check-out list.
4. _____ INSPECTION. Reserving Party has the right to inspect the Rental Space prior to signing this Agreement to determine if the Rental Space is suitable for the Reserving Party's purposes. Upon signing this Agreement, Reserving Party accepts the Rental Space and Building AS IS, with any/all faults.
5. _____ SIGNS AND DECORATIONS. Signs and decorations may be affixed only if they do not mar, deface or leave a mark on the surface when removed. No penetration of any surface. All tape, wire or other items must be removed upon completion of the use of the Rental Space and Building.
6. _____ DAMAGES. Reserving Party is responsible for all losses or damage to the Rental Space and Building. This includes all damages to any equipment, fixtures and surfaces, including the ceiling, floors and floor finishes, or any other property. Oregon REALTOR® Plaza, LLC reserves the right to use the Deposit to offset the costs of any such damages caused directly or indirectly by Reserving Party. Reserving Party agrees and acknowledges that Reserving Party's liability for loss or damages is not limited to the amount of the Deposit and use of such deposit is not the sole remedy of Oregon REALTOR® Plaza, LLC. Under Oregon Law (Oregon Indoor Clean Air Act ORS 433.835-875) smoking is not allowed within 10 feet of building entrances, exits, windows and air intake vents.
7. _____ CATERING & ALCOHOL. Oregon REALTOR® Plaza, LLC does not provide or coordinate any catering services or food delivery for Reserving Party. Reserving Party must make own arrangements for any catering and/or alcohol. A certificate of liability insurance for alcohol sales must be provided, including Oregon REALTOR® Plaza, LLC as additional insured. Alcohol must be pre-approved, in writing, by Oregon REALTOR® Plaza, LLC and must include a licensed server. Required permits, insurance, and approval by Oregon REALTOR® Plaza, LLC for Alcohol service must be received by Oregon REALTOR® Plaza, LLC at least three (3) business days before the day of event. Alcohol, if approved, may only be served in the Rental Space.
8. _____ INDEMNITY. Reserving Party shall defend, indemnify and hold harmless Oregon REALTOR® Plaza, LLC, as well as its officers, board members, employees, and agents from any loss, claim, damage or liability, including, without limitation, personal injury or physical damage to Building and/or Rental Space arising from any actual or threatened claims or causes of action resulting from any negligent, reckless or intentional acts or omissions of Reserving Party or its respective officers, directors, employees, agents, contractors, members or participants relating to use of the Building and/or Rental Space by Reserving Party, its guests and invitees.
9. _____ DEPOSIT. Reserving Party shall pay a deposit of one-hundred (100) dollars ("Deposit") at the time of reservation to be refundable within two (2) weeks following a final and satisfactory inspection of the

Rental Space and Building at the conclusion of the above referenced event to verify cleanliness and no damages.

10. _____ CANCELLATION. Reserving Party must notify Oregon REALTOR® Plaza, LLC, in writing, of any cancellations at least 48 hours in advance of the above referenced event or the Deposit will be forfeited. Oregon REALTOR® Plaza, LLC may cancel any reservation with at least fifteen (15) days of advanced prior notice of the event and must return the full Deposit to Reserving Party.

11. _____ PERMITTED USES. Permitted uses include conferences, education services and business meetings. All uses must be consistent with the office and professional uses of the Building and surrounding buildings (unless pre-approved, in writing, by Oregon REALTOR® Plaza, LLC).

12. _____ ASSIGNMENT AND SUBLEASE. Assignment and/or sublease of this Agreement and the Rental Space is strictly prohibited.

13. _____ PETS. No pets are permitted in the Building and Rental Space, except those permitted by law.

14. _____ CLEAN-UP. Reserving Party is responsible for ensuring the Building and Rental Space is left in the condition it was received, that all materials brought by Reserving Party are removed from the Building and Rental Space, and that all food and beverage brought in the Building and Rental Space are removed and/or properly disposed of.

15. _____ ATTORNEY FEES. If suit, action or other legal proceeding is brought to interpret or enforce this Agreement or arising out of Reserving Party's use of the Building and/or Rental Space, the prevailing party shall be entitled to recover from the other party or parties, in addition to costs and disbursements allowed by law, the prevailing party's reasonable attorney fees to be set by the court at trial and on any appeal therefrom.

16. _____ PARKING. Parking is available adjacent to the Building but not in the covered parking area.

17. _____ ADVERTISING OF ROOM USE. Should Reserving Party advertise Building and Room location to inform or promote to potential attendees, Reserving Party will refer to Building as Oregon REALTOR® Plaza. Reserving Party will not use Oregon Association of REALTORS®, in name, logo or implication, in advertising for Room use.

Authority to Sign: Person signing ("Signer") on behalf of Reserving Party warrants that Signer is duly authorized to enter into this agreement on behalf of Reserving Party. In the event that Signer is not so authorized, signer agrees to be personally liable for the faithful performance of this Agreement.

The above and foregoing terms and conditions have been acknowledged and agreed upon by the Parties:

Reserving Party Signature _____ Date _____

Printed Name _____ Title _____

Oregon REALTOR® Plaza, LLC Signature _____ Date _____

Printed Name _____ Title _____

OFFICE USE ONLY

Deposit received: _____ Event added to calendar: _____

Post event inspection by: _____ Deposit returned: **Yes or No** amount: \$ _____ date: _____

If **No**, explain why: _____