



## 2018 Auditorium Rental Contract

### 1. Williamson County Association of REALTORS® (WCREALTORS) Location:

- 123 East Old Settlers Blvd., Round Rock, Texas 78664
- Phone: 512.255.6211
- Fax: 512.255.0666
- E-mail: [wcrealtors@wcrealtors.org](mailto:wcrealtors@wcrealtors.org)

### 2. Times Available:

- 8:30 a.m. to 12:00 Midnight
- Any number of hours during these times
- Set up begins at time of room occupancy and ends after cleanup.

### 3. Payment: (please see deposit information)

- Cash
- Check
- Credit Card (MasterCard, Visa, American Express, Discover)

### 4. Food and Beverage:

- Coffee is available at a charge and includes, cups, cream, sugar, stir sticks
- If Lessee provides food for attendees, the cost, coordination, service and clean-up will be the Lessee's responsibility and will require prior approval of the Williamson County Association of REALTORS® staff.
- Full kitchen is available for rental.
- Alcoholic Beverages: there **will** \_\_\_ **will not** \_\_\_ be alcoholic beverages available at said event.
  - If **alcohol** is at an event, **(2) security officers** must be on duty during the hours the alcohol is on the premises. The Officers will be contracted and paid by WCREALTORS through the RRPD. This charge will be included in your rental fee. If alcohol is found on the premises without proper officers on hand, a WCREALTORS Staff Member will give the renter the opportunity to remove the alcohol from the facility and your deposit will not be returned. Police will be notified of any non-compliance.
  - **NO alcohol** is allowed if the event is in honor of a minor (i.e. graduations, birthday parties, Quinceañera, etc.). During an ALL teen event, adult chaperones, over the age of 21, are required with a ratio of 1 adult per 25 teens. Person responsible for the event **MUST** be on-site during the entire event.
- Vendors used for food and beverages by the Lessee will be the responsibility of the Lessee.



## 5. Room Capacity and Equipment:

- **Auditorium** – will accommodate approximately 120 w/tables or 150 chairs only
  - Classroom style (tables and chairs) or Theater style (no tables)
  - 25 - 6' Tables
  - Chairs
    - If additional chairs are needed, Lessee will be responsible for providing them, at no cost to WCREALTORS, and for set up and tear down.
  - **Audio Visual Equipment: (available for an additional cost) ONLY DURING WEEKDAY BUSINESS HOURS**
    - Cordless hand-held or lapel microphone
    - Two Projectors with motorized 10' projection screens
    - High definition loud speakers (not suitable for D.J. sound)
    - Must Use WCREALTORS' computer. Please bring DVD/CD/flash drive or external hard drive with any files to be used.
  - Attached kitchen with screen (available for an additional cost)
  - American and Texas flags
  - Wi-Fi available at no additional charge

## 6. Scheduling Room/Deposits:

- Advance scheduling: Rooms must be scheduled in advance. A security deposit will be required at time of contract signing.
- Security Deposit: \$200 due when signing this contract or \$250/\$300 when renting the kitchen or AV equipment with the room. \$500 deposit if alcohol is present. This security deposit, minus any additional charges for clean-up, removal of trash, or any other damages incurred by the lessee, shall be mailed to Lessee together with an itemized list of bids/actual cost for such additional charges, clean-up and/or repairs within 30 days of said event. In the event the security deposit is insufficient to cover all necessary additional charges, clean-up and /or repairs, Lessee shall promptly pay the difference upon receipt of notification thereof, with such notification containing an itemized list showing the total of such additional charges, clean-up and/or repairs. Included in damages assessment is: security system not engaged upon departure; air/heat units not returned to standard setting; table and chairs not returned to proper arrangement or not returned to storage area.
- **Down payment: 40% of total room rental will be due 30 days before rental date, remainder due 24 hours prior to event. You are required to come in and pick up a key, do a walk thru, receive an alarm code and instructions 24 hours prior to event.**
- **Refund Policy: Any cancellations made will result in the forfeiture of the entire security deposit.**
  - **Cancellations made prior to 21 days before rental date, will receive a full refund of any rental fees paid minus the security deposit.**
  - **Cancellations made within 21 days of the event NO REFUNDS given on any rental fees paid and forfeiture of the security deposit.**

**7. Room Set-up and Clean-up:**

- Room Rental times include set-up and clean-up
- Lessee is responsible for room set-up and clean-up which includes:
  - Set-up
    - Any food/beverage used is the responsibility of the Lessee.
    - Any additional audiovisual equipment needed other than mentioned above, is the responsibility of the Lessee.
  - Clean-Up
    - All Chairs and tables are to be returned to the original room configuration by Lessee.
    - All food and beverage is to be cleaned up by Lessee.
    - Any audiovisual equipment used will be in the same working order as when Lessee received it or Lessee will pay for damage. Normal wear and tear is not included in the Lessee's responsibility.
    - If additional time is required by the Lessee for set-up or clean-up over and above the time allotted for the event, Lessee must call the scheduler to request additional time. An additional fee will be applicable.
    - Trash should be taken to dumpster located behind the building and the coffee pot should be cleaned and turned off (if included in rental). All trash cans must be relined by Lessee.
    - All trash (including cans and bottles) must be picked up from the grounds surrounding the building, including the parking lot, and placed in the dumpster.
    - If rental is after office hours, all lights should be turned off, the alarm should be set, doors locked and the key and checklist should be dropped off in the mailbox (located on the north side of the building).
    - If the facility is not left in the condition it was received by Lessee, a \$100.00 per hour cleaning/re-set fee will be charged to Lessee in addition to rental fees.

**8. Room and/or Equipment Damage:**

- Room and equipment will be available to Lessee in good and working condition.
- If damage occurs to floors, walls, tables, chairs, audio/visual equipment, computers, decorations, and/or any other item, it will be the responsibility of the Lessee to pay for any and all damages.
- The Security deposit will be used to apply to repair costs but will not be considered full payment if the damage is more than the security deposit.
- Nothing is to be attached to the walls of the building without prior approval from the Association.

**9. Smoking**

- Williamson County Association of REALTORS® is committed to the promotion of good health and safety among members and employees. It is therefore the policy of WCREALTORS to prohibit all smoking inside the building.
- Designated smoking area is outside at the southwest corner of the building (near the dumpsters).



#### 10. Pets/Live Animals

- No pets/live animals are permitted in the WCREALTORS building, except those necessary for physically challenged individuals.

#### 11. Building Security:

- For after-hours room rentals, Lessee will pick up key and alarm code prior to the rental. Arrangements should be made to pick up key and alarm code during office hours.
- Lessee is responsible for setting the alarm, locking all doors and dropping the key and checklist in the mailbox (located on the north side of the building).

#### 12. Parking:

- Lighted parking for 130 cars is available at no additional cost.

#### 13. Maximum Capacity May Not Be Exceeded:

- Maximum capacity for each room may not be exceeded (please see item #5 above) due to safety regulations.

#### 14. General Rules

- Use of the Board Auditorium does not constitute WCREALTORS's endorsement of viewpoints expressed by participants in the program. No advertisement or announcement implying such endorsement will be permitted. **Any advertisement indicating the location of the program at WCREALTORS MUST use the following language:**

**123 East Old Settlers Blvd., Round Rock, Texas 78664  
(Williamson County Association of REALTORS® Building – Education Hall)**

- Reservations – Requests for use of the Auditorium/Room must be made in writing on the “Auditorium/Room Rental Request Form” provided by the WCREALTORS. Requests will be honored on a first come-first served basis.
- No group may assign its reservation to another group.
- The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for all damages that may occur as a result of the use of the facilities.
- Permission to use the Education Hall may be withheld from groups damaging the auditorium, carpet, equipment or furniture, or causing a disturbance, or any other failure to comply with the rules and regulations.
- Indemnity

You hereby agree to protect, defend, indemnify and hold the Williamson County Association of REALTORS® harmless from any property damage, personal injury, suits, actions, liabilities, damages, cost of repairs or service to the Auditorium or any adjacent premises owned or controlled by the Williamson County Association of Realtors, or any other loss caused, negligently or otherwise, by you and/or your agents, employees, independent contractors, patrons, guests or invitees.

## Member Rental Rates - Auditorium

### Weekday Rates

**Monday thru Friday - 8:30am – 5:00pm (excluding holidays)**

Room	Hourly Rate (1 – 3 hours)	4-Hour Rental Block	Additional Hours ( > 5 hours)	Security Deposit
Auditorium	\$60	\$180	\$55	\$200 or \$500 w/alcohol
Auditorium & Kitchen	\$95	\$270	\$90	\$250 or \$500 w/alcohol
Auditorium & AV Equipment	\$85	\$240	\$80	\$250 or \$500 w/alcohol
Auditorium with Kitchen and AV	\$120	\$345	\$110	\$300 or \$500 w/alcohol
Coffee and supplies available for \$35 per rental				

### Evening & Weekend Rates

**Monday thru Thursday - 5:00pm – 12:00am**

**Friday 5:00pm thru Sunday 12:00am**

Room	Hourly Rate (1 – 3 hours)	4-Hour Rental Block	Additional Hours ( > 5 hours)	Security Deposit
Auditorium	\$90	\$235	\$80	\$200 or \$500 w/alcohol
Auditorium & Kitchen	\$115	\$335	\$105	\$250 or \$500 w/alcohol
Coffee and supplies available for \$35 per rental				



**Non-Member Rental Rates - Auditorium**

**Weekday Rates**

**Monday thru Friday - 8:30am – 5:00pm (excluding holidays)**

Room	Hourly Rate (1 – 3 hours)	4-Hour Rental Block	Additional Hours ( > 5 hours)	Security Deposit
Auditorium	\$65	\$195	\$50	\$200 or \$500 w/alcohol
Auditorium & Kitchen	\$100	\$295	\$95	\$250 or \$500 w/alcohol
Auditorium & AV Equipment	\$90	\$265	\$85	\$250 or \$500 w/alcohol
Auditorium with Kitchen and AV	\$130	\$375	\$120	\$300 or \$500 w/alcohol
Coffee and supplies available for \$35 per rental				

**Evening & Weekend Rates**

**Monday thru Thursday - 5:00pm – 12:00am**

**Friday 5:00pm thru Sunday 12:00am**

Room	Hourly Rate (1 – 3 hours)	4-Hour Rental Block	Additional Hours ( 5+ hours)	Security Deposit
Auditorium	\$95	\$265	\$85	\$200 or \$500 w/alcohol
Auditorium & Kitchen	\$125	\$365	\$110	\$250 or \$500 w/alcohol
Coffee and supplies available for \$35 per rental				



## AUDITORIUM/ROOM RENTAL REQUEST FORM

Date(s) of Rental: \_\_\_\_\_ Time: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Purpose of Rental: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Member Status: \_\_\_\_\_ Member Number/Name: \_\_\_\_\_

Room Requested:	Auditorium (25 - 150)	Boardroom (1- 24)	Classroom (1 – 12)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Services (check all that apply)	A/V equipment	Kitchen	Coffee
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will food be served?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Will alcohol be served?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**Please initial:**

- \_\_\_\_\_ I have received, read and understand the policies on renting the WCREALTORS Auditorium
- \_\_\_\_\_ I understand the policies concerning deposits and cancellations and that my deposit check/credit card will be processed. After use of room, the deposit for that date will be refunded within 10 working days, provided the auditorium was left exactly as it was prior to rental and the key has been returned.
- \_\_\_\_\_ **Forfeiture of Deposit & Rental Fees Paid: Any organization cancelling their rental date within 21 days or less, will forfeit their deposit AND any rental fees already paid.**
- \_\_\_\_\_ **Forfeiture of Deposit: Any organization cancelling their rental date will forfeit their deposit.**
- \_\_\_\_\_ **Forfeiture of Deposit: If you do not return the key.**
- \_\_\_\_\_ **Forfeiture of Deposit: If the tables and chairs are not set back up as instructed**
- \_\_\_\_\_ \$50.00 will be deducted from my deposit if my group should fail to remove any trash generated from our meeting.
- \_\_\_\_\_ \$25.00 will be deducted from my deposit if my group fails to turn the AC to schedule
- \_\_\_\_\_ \$25.00 will be deducted from my deposit if my group fails to turn off the lights.
- \_\_\_\_\_ \$50.00 will be deducted from my deposit if my group fails to set the alarm.
- \_\_\_\_\_ Any other damage will be assessed and deducted accordingly.
- \_\_\_\_\_ I will be present 100% of the time the Auditorium is being occupied.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WCREALTOR Representative

\_\_\_\_\_  
Date

## Rental Charges Summary

# of Rental Days	# of Rental Hours Per Day	Rental Type (Member/Non-Member)	Audio/Video (Y/N)	Full Kitchen (Y/N)	Coffee Setup (Y/N)

Standard Hourly Rate	\$	# of Standard Hours		<b>TOTAL</b>	\$
4-Hour Block Rate	\$	# of 4-Hour Blocks		<b>TOTAL</b>	\$
Additional Hours Rate	\$	# of Additional Hours		<b>TOTAL</b>	\$
Coffee Service	\$	(2) Security Officers:	\$	<b>TOTAL</b>	\$
<b>Security Deposit:</b>	<b>\$</b>	<b>Rental Total:</b>	<b>\$</b>	<b>TOTAL AMOUNT DUE</b>	<b>\$</b>

### PAYMENTS

Due Date	Item	Amount Due	Date Paid	Payment Detail
Upon Reservation	Security Deposit	\$		
	40% of Rental <i>(due 1 month prior to date of rental)</i>	\$		
	Remaining Rental Balance Owed <i>(due 24 hours before rental)</i>	\$		

### REFUNDS

	Refund Amount	Date Issued	Refund Method	Refunded By
Security Deposit	\$			
Other: _____	\$			

I, as the Lessee, have read and acknowledge the rental agreement for the Williamson County Association of REALTORS® event rooms. I understand the guidelines, rules and regulations, costs and responsibilities and will abide by the same.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WCREALTOR Representative

\_\_\_\_\_  
Date