

EVENT CENTER ON EDENBOWER

Room Rentals

Event Center on Edenbower has two meeting spaces. The Event Center downstairs is available during any hours and can accommodate 75 people when set up theater style, 66 in classroom style and 75 banquet style (Maximum occupancy: 75). There are two restrooms, screens and A/V equipment, and a kitchen. A small meeting room, seating 14 is available only during business hours. Parking is limited to 50 cars and carpooling is encouraged. All rooms are internet enabled.

Reserving Party	Room Rented: _____
Name: _____	Set up Style (classroom, theater etc.) _____
Address: _____	How many in party? _____
City, State Zip: _____	Dates: _____ One time/weekly/monthly _____ (Monthly is to be renewed every 6 months)
Contact: _____	Time In: _____
Phone: _____	Time Out: _____
Email: _____	

Reserving Party agrees to the following terms for reserving the Event Center and Meeting Rooms (“Rental Space”) located at the Roseburg Realtors® Building, LLC., 3510 NE Edenbower, Roseburg, Oregon 97470 (“Building”). The Building shall include common areas and Parking areas:

- THIS AGREEMENT:** This Agreement applies to the timeframe referenced above and to all subsequent reservations that may be made by the reserving party until the LLC requires a new reservation form to be signed.
- RESERVATIONS:** Reservations are valid only when a deposit is received (refundable after inspection of premises) and the contract is signed. When the reservation is set for after hours (after 5 PM on weekdays, Saturday, or Sunday) the Reserving Party will need to pick up key fob/alarm instructions prior to event. Reserving Party will pick up the key fob on _____ between 8 AM-12 PM and 1 PM-5PM.
- CHECK IN; CHECK OUT:** Each reservation includes a brief instruction on the use of the audio/video equipment, if requested, and a checkout list.
- INSPECTION:** Reserving party is asked to inspect the meeting room prior to signing the contract. In any event, Reserving Party accepts the Rental Space and Building AS IS, with all faults.
- SIGNS AND DECORATIONS:** Signs and decorations may be affixed only if it does not mar, deface or leave a mark on the surface when removed. NO PENETRATION OF ANY SURFACE IS ALLOWED. All tape, wire, or other items must be removed before vacating room.
- DAMAGES:** Renter is responsible for any loss or damage to the Rental Space and Building. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. Deposits may be used to offset the costs of such damages. Renter agrees and acknowledges that Renter’s liability for loss or damages is not limited to the amount of the deposits. Under Oregon’s Law (ORS 433.835-870) smoking is not allowed within 10 feet of building entrances, exits, windows and air intake vents.
- CATERING & ALCOHOL:** Event Center on Edenbower does not provide or coordinate any catering services, supplies (plates, utensils, serving dishes, etc.) or food delivery for Reserving Party. Reserving Party must make arrangements for any food delivery. A certificate of liability insurance for alcohol sales must be provided including Building owner as additional insured. Alcohol must be preapproved by the Event Center on Edenbower representative. Reserving Party must submit any required permits and insurance for alcohol service not less than 3 business days before the day of the event and a licensed server permit may be required. Alcohol may only be served in the Rental Space.
- INDEMNITY:** Reserving Party shall defend, indemnify and hold harmless Douglas County Association of Realtors®, RMLS™, Roseburg Realtors® Building, LLC., Event Center on Edenbower, and its officers, staff and representatives from any loss, claim, damage or liability, including, without limitation, personal injury, arising out of, or relating to, use of the Building by Reserving Party, its guests and invitees.
- DEPOSIT:** Reserving Party shall pay a Deposit of \$100.00 to be refundable after inspection of Rental Space and Building to verify cleanliness and no damages, and after return of the key. A \$30.00 fee will be deducted from the original deposit if key

is not returned within 2 business days. An additional \$100.00 deposit must be submitted to serve alcohol.

10. **CANCELLATION:** Reserving Party must cancel at least 7 days in advance of event or the deposit will be forfeited. Building owner may cancel any reservation at least 15 days in advance of the event and must return the deposit (See insurance section for exceptions).
11. **PERMITTED USES:** Permitted uses include conference, education, business meetings, luncheons, receptions and convention or trade fairs. All uses must be consistent with the office and professional uses of the building and surrounding buildings (unless pre-approved by staff).
12. **ASSIGNMENT AND SUBLEASE.** Assignment and Sublease of the Rental Space is prohibited.
13. **RULES AND REGULATIONS:** The Rules and Regulations of the Building are hereby incorporated into this agreement by reference and will be complied with at all times. No Pets are permitted in the Building except those necessary to assist handicapped persons.
14. **ATTORNEYS 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, 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 there from.
15. **PARKING:** Parking is limited to 50 spaces.
16. **INSURANCE:** Reserving Party agrees to provide all required certificates of insurance and permits at least 3 days prior to event. Failure to produce necessary documentation will result in cancellation of event and forfeiture of deposit.

	REALTORS® & AFFILIATES	Fill in Choices	PUBLIC
Board Meeting Room – Seats 14 Available during business hours only	Hourly \$10.00		Hourly \$25.00
Conference Room: - Seats 75 theater - Seats 66 classroom - Seats 75 banquet style	Half Day - \$100.00 Full Day - \$150.00		Half Day - \$200.00 Full Day - \$300.00
PA (Sound Only)	\$25.00		\$50.00
AV (HDMI/Projector)	\$45.00		\$75.00
Extra Microphones	N/A		\$15.00
High Speed Internet	\$25.00 (4+ connections)		\$25.00
Coffee Service (up to 100 cups)	\$20.00		\$20.00
Deposits (Required)	\$100.00		\$100.00
Alcohol Deposit (if applicable)	\$100.00		\$100.00
Lost Key Fob	\$75.00		\$75.00

The above and forgoing terms and conditions have been acknowledged and agreed by the parties on:

Party Signature: _____ Print Name: _____ Date: _____

LLC Signature: _____ Print Name: _____ Date: _____

MAKE CHECKS PAYABLE TO: ROSEBURG REALTOR® BUILDING, LLC

Rental Space Charges: _____

Standard Deposit: _____

Alcohol Serving Deposit: _____

Extra's: _____

Total: _____

Alcohol Required Documents:

Server License _____

Alcohol Liability Insurance _____

Permits (if Applicable) _____

Check List Done _____

Deposit Returned: _____