

# **OAKLAND | BERKELEY** Room Rental Agreement and Rates

## ASSOCIATION OF REALTORS®

OBAR Promotional Benefits:

- Listing on our website calendar and FaceBook page
- Inclusion in our weekly e-newsletter sent to over 2,500 members

Payment and a furnished event flyer are required for us to market your event. We recommend advertising starting a month prior to your event date for the best member response and turnout.

For more information, email [jet@ebrdmls.com](mailto:jet@ebrdmls.com) or call (510) 848-7889.

**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-5pm)	\$415	\$500
Half Day (4 hours)	\$220	\$302
Hourly	\$ 82	\$110

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

Full Day (9am-5pm)	\$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 Oakland|Berkeley Association of REALTORS® Training Center and Conference Room are leased on a fee basis. They are used for a variety of educational and promotional events which benefit all OBAR Members. Hourly or daily cost includes posting events to OBAR website calendar and scheduling of weekly e-newsletter using furnished fliers once event has been approved and payment sent. Please specify what is needed upon submission.

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

1. OBAR must receive completed rental agreement and full payment in order to secure/schedule the event; the Training Centers is not available for private functions.
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. Office hours are **9:00am-5:00pm Monday-Friday**. Events before or after this time require prior approval and additional charges. No weekend events.

Full Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

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

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

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

Special Requests: \_\_\_\_\_

\_\_\_\_\_

Needs: \_\_\_\_\_

\_\_\_\_\_

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

The undersigned shall indemnify, hold harmless, save and defend Oakland|Berkeley 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 Oakland|Berkeley Association of REALTORS® facilities by the lessee. The undersigned further agrees that OBAR is not responsible for any damage to property or bodily injury. OBAR may require that the lessee provide public liability insurance naming OBAR 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.*

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