

# Williamson County Association of REALTORS®

## Rental Contract

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

- 123 East Old Settlers Blvd., Round Rock, Texas 78664
- Phone: 512-255-6211
- Fax: 512-255-0666
- E-mail: wcaor@wcaor.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 machine is available for an additional charge. Lessee will be responsible for furnishing cups, sugar, creamer, stir sticks, filters, and coffee grounds.
- 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.
- Soft drink machine is available for use.
- Alcoholic Beverages: there **will**\_\_\_\_ **will not**\_\_\_\_ be alcoholic beverages available at said event.
- If **alcohol** is at an event, a **security** officer must be on duty during the hours the alcohol is on the premises. The Officer will be contracted and paid directly by the renter. If alcohol is found on the premises without proper officers on hand, a WCAOR 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, Quinceanera, etc.). During an ALL teen event, adult chaperones are required and they must be over 21 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 WCAOR, and for set up and tear down.

- Audio Visual Equipment: (available for an additional cost)
  - 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 WCAOR's 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. If Lessee cancels rental, the full deposit will be retained by WCAOR®
- Security Deposit: \$150 due when signing this contract. 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.

## **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:
  - a. 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.
  - b. 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.
    - 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 WCAOR® 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 WCAOR® 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 WCAOR'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 WCAOR 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 WCAOR. 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 any and 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.

## WCAOR 2011 Room Rental Rates

### Member Weekday Rates (8:30am – 5:00pm)

Room	Hourly Rate (1 – 3 Hours)	4 Hour Rental	Additional Hours (Over 4 Hours)	Security Deposit
Auditorium	\$45	\$135	\$40	\$150
Auditorium with Kitchen	\$80	\$240	\$75	\$200
Auditorium with AV Equipment	\$70	\$210	\$65	\$200
Auditorium with Kitchen and AV	\$105	\$315	\$95	\$200
Coffee Machine available for \$35 per rental				

### Member Evenings (M-F 5:00pm – Midnight) and Weekend Rates (starts Friday at 5:00pm – Sunday at Midnight)

Room	Hourly Rate (1 – 3 Hours)	4 Hour Rental	Additional Hours (Over 4 Hours)	Security Deposit
Auditorium	\$60	\$180	\$55	\$150
Auditorium with Kitchen	\$95	\$285	\$90	\$200
Auditorium with AV Equipment	\$85	\$255	\$80	\$200
Auditorium with Kitchen and AV	\$120	\$360	\$110	\$200
Coffee Machine available for \$35 per rental				

### Non-Member Weekday Rates (8:30am – 5:00pm)

Room	Hourly Rate (1 – 3 Hours)	4 Hour Rental	Additional Hours (Over 4 Hours)	Security Deposit
Auditorium	\$55	\$165	\$50	\$150
Auditorium with Kitchen	\$90	\$270	\$85	\$200
Auditorium with AV Equipment	\$80	\$240	\$75	\$200
Auditorium with Kitchen and AV	\$115	\$345	\$105	\$200
Coffee Machine available for \$35 per rental				

**Non- Member Evenings (M-F 5:00pm - Midnight) and  
Weekend Rates (starts Friday at 5:00pm - Sunday at Midnight)**

<b>Room</b>	<b>Hourly Rate (1 – 3 Hours)</b>	<b>4 Hour Rental</b>	<b>Additional Hours (Over 4 Hours)</b>	<b>Security Deposit</b>
Auditorium	\$80	\$240	\$75	\$150
Auditorium with Kitchen	\$115	\$345	\$110	\$200
Auditorium with AV Equipment	\$105	\$315	\$100	\$200
Auditorium with Kitchen and AV	\$140	\$420	\$130	\$200
Coffee Machine available for \$35 per rental				

**WILLIAMSON COUNTY ASSOCIATION OF REALTORS®  
ROOM RENTAL CHECK LIST**

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Group Name/Contact Person

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Date/Times of Reservation

**UPON ARRIVAL**

(To be completed by WCAOR staff)

**UPON DEPARTURE**

(To be completed by renter & then WCAOR staff)

Renter:

WCAOR Staff:

_____	Tables lined up	_____	_____
_____	Tables clean	_____	_____
_____	Chairs per Table	_____	_____
_____	Trash cans emptied & liner replaced	_____	_____
_____	Kitchen clean	_____	_____
_____	Coffee pot turned off (if included in rental)	_____	_____
_____	A/C set to 78° / heat set to 62°	_____	_____
_____	Lights turned off	_____	_____
_____	Alarm set	_____	_____
_____	Doors locked	_____	_____
_____	Key & this checklist dropped in mailbox (located on north side of the building)	_____	_____

\_\_\_\_\_ WCAOR Staff Signature

\_\_\_\_\_ Renter's Signature

\_\_\_\_\_ WCAOR Staff initials

*Please complete this form and return it with the auditorium keys.*

*Please be aware that your deposit may not be returned  
unless the room is left exactly as it was when you arrived.*

*Thank you for using the WCAOR's Facilities!*

**IN CASE OF AFTER HOURS EMERGENCY PLEASE CONTACT:**

**KENT PRICKETT – (512) 709-7413  
MARJORIE PHILLIPS – (512) 689-7057**

**Additional Comments:**

## Total Rental Charges

	Amt. Due	Date Due	Date Paid
Security Deposit:	_____	_____	_____
Room Rental:	_____	_____	_____
Audio/Visual:	_____	_____	_____
Full Kitchen:	_____	_____	_____
Coffee Machine	_____	_____	_____
40% of Rental:	_____	_____	_____
Remainder of Rental:	_____	_____	_____
Total Amount of Rental:	_____	_____	_____

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 same.

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
WCAOR® Representative

\_\_\_\_\_  
Date

**WILLIAMSON COUNTY ASSOCIATION OF REALTORS®  
AUDITORIUM/ROOM RENTAL REQUEST FORM**

DATE REQUESTED: \_\_\_\_\_  
(A \$150 deposit is due for each date requested with this form.)

MEETING TIMES: \_\_\_\_\_ to \_\_\_\_\_

ORGANIZATION'S NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(List the address you would like your deposit returned to)

DAYTIME PHONE NUMBER: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

IS FOOD BEING SERVED? \_\_\_\_\_ If yes, type of food: \_\_\_\_\_

**Please initial:**

\_\_\_\_\_ I have received read and understand the policies on renting the Williamson County Association of REALTORS® Auditorium/Room.

\_\_\_\_\_ I understand the following policies concerning deposits and cancellations and that my deposit check/credit card will be processed. Deposit(s): A deposit for each date requested in a thirty day period is required to be submitted with the rental request form. The deposit amount for each date requested is \$150. After use of the 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 (if applicable).

\_\_\_\_\_ Forfeiture of Deposit(s): Any organization canceling their meeting date will forfeit their deposit.

\_\_\_\_\_ \$50.00 will be deducted from my deposit if my group should fail to remove any trash generated from our meeting.

**If a Member and receiving the member discount, please initial:**

\_\_\_\_\_ I will be present 100% of the time the Auditorium is being occupied.

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date signed

**Please return this form and your deposit check to:**  
Attn: Room Rental Coordinator  
Williamson County Association of REALTORS®, Inc.  
123 East Old Settlers Blvd.  
Round Rock, TX 78664