

Burbank Association of REALTORS®

**Auditorium Rental Agreement
Without Security Guards
&
Auditorium Rental Rules**

BURBANK ASSOCIATION OF REALTORS
2006 W. MAGNOLIA BLVD., BURBANK, CA. 91506
TELEPHONE: (818) 845-7643 * FAX (818) 845-1802

RENTAL AGREEMENT
(No Security Guard)

In consideration of the payments of \$ _____, which includes a Security Deposit (for applicable cleaning, administrative, repair of damage and cancellation charges) of \$ _____, The Burbank Association of Realtors® ("Association"), agrees to rent its auditorium to : _____ ("Renter") for the date of _____ and for the purpose of: _____.

In consideration of the payment of \$ _____, the Association agrees to rent to Renter for the purpose of decorating for the date of _____, 20____.

A deposit of \$ _____, is hereby received, with the balance of \$ _____ to be paid on or before _____, 20____. Renter agrees and Association acknowledges that the aforesaid deposit will be refunded without question, if the Renter furnishes a *written cancellation notice to the Association thirty (30) days* or more prior to the scheduled date of rental. If the Renter gives *less than thirty (30) days notice* to the Association the deposit shall be forfeited.

Renter understands that any cancellation must be in writing, and the date of delivery decides the date in establishing the thrity (30) day period. *This paragraph is acknowledged as understood by the initials appearing here*
:

Renter _____: Association Rep. _____.

IT IS FURTHER AGREED AS FOLLOWS:

1. Association will allow use of the auditorium from (Time): _____, to (Time): _____, on (Date): _____, 20____. Association agrees to allow use of the auditorium from (Time) _____ to (Time): _____, on (Date): _____, 20____, for the purpose of decorating the auditorium.
2. If alcoholic beverages are to be dispensed for a charge, Renter will secure and provide the Association with a copy of the Alcoholic Beverage Control Permit.
3. Renter agrees to be responsible for *reasonable* cleaning of the Auditorium. The Association and the Renter agree that cleaning charges shall be deducted from the Renter's Security Deposit at the rate of \$ 75.00 (dollars) per. Renter recognizes that this is only an estimate of cleaning charger and that the actual cost of cleaning charges will determine the amount deducted from the Security Deposit.
4. Renter will be responsible for the removal of all their belongings when they vacate. If Renter needs to store anything beyond the terms of this contract, arrangements must be made in advance with the Association Staff. Renter assumes full responsibility for their belongings while they are on the Association premises. Renter assumes full responsibility for the actions of their guests, invited, or uninvited, while they are on the premises. Responsibility extends to 100' (feet) from the Burbank Association of REALTORS® property.
5. The Association agrees to refund the Security Deposit, less applicable cleaning charges, as long as there is no damage from theft, vandalism or unreasonable use while under the control of the Renter. Should any damage occur, renter agrees that the Security Deposit shall be held for restitution and repair. Renter further agrees that a fee of twenty-five dollars (\$25.00) will be deducted from the Security Deposit for administrative costs incurred by the Association in undertaking the repair of any damages from theft, vandalism or unreasonable use. Should the Association suffer damage in excess of the Renter's Security Deposit, Renter agrees to reimburse the Association for such loss.

Renter _____: Association Rep. _____

6. No drinking or eating is allowed in the stage area. No smoking is allowed according to city ordinance within the Burbank Association of REALTORS® facilities.

Burbank Association of REALTORS®

Rental Rules for Auditorium

The Burbank Association of REALTORS® Auditorium is widely recognized as one of the finest all –purpose facilities in the Burbank area. That reputation has been attained through the thoughtful efforts of our managerial & maintenance staffs. We sincerely hope that your event is a success. Be assured we will help you through the many decision-making steps that are required. As in all areas of human endeavor, however, there are areas of potential problems. This list of “Rental Rules” is intended to explain our Auditorium Policy with regard to use of the facility and to secure your understanding and support.

The condition and appearance of the facility and its equipment depends largely on the treatment and general respect it receives during your event. As the Host in the rental of our facility you become responsible for it’s care as well as all activities that take place during the event.

NO UNRULY BEHAVIOR: No unruly behavior will be tolerated within the premises or any area adjacent thereto. At management’s option, unruly behavior will result in the early cancellation of your event with **no refund**.

KITCHEN:

The kitchen is not designed for cooking – it is to be used for warming and assembly only! All food substances, material, and service equipment is to be removed from the kitchen immediately after your event.

CATERERS:

Caterers responsibilities: Clean off all tables, put all trash in trash barrels, make sure there are no foreign items in the garbage disposal, leave sinks, cutting boards, ovens, grills, burners, & floor in kitchen clean, turn off lights & the air conditioner. (In general clean up any messes)

ALCOHOLIC BEVERAGES:

No one shall consume any alcoholic beverage or any other beverage outside of the premises, i.e. sidewalks, parking lots or areas adjacent to the building.

Two (2) portable bars are available for your use. Ice should be placed in a plastic container and **not set on the carpet area.**

If alcoholic beverages are to be sold a copy of your Liquor License must be presented to the Burbank Association of REALTORS® prior to the event. Any fines that the Association encounters due to your omission will be passed onto the renter.

DECORATIONS:

Decorations are not permitted on the walls, ceiling or fixtures.. No tape of any kind (scotch, cellophane, duct or adhesive masking). No glue guns are to be used in putting up decorations. **NO NAILS, PINS, SCREWS, STAPLES OR THUMB TACKS ON THE WALLS. POSITIVELY NO RICE, CONFETTI, BIRD SEED, GLITTER, CANDLES OR SILLY STRING.**

DAMAGES TO FACILITY/EQUIPMENT

If the auditorium or portion thereof, or any equipment shall be damaged, marred or defaced by the act, default, or negligence of the lessee, his employee(s), patrons, guests or any person admitted to the facility by said lessee, the lessee will pay to the Association from the Security Deposit such sums as the Association shall determine to be necessary to restore the facility or such equipment to its condition prior to such damage.

SECURITY GUARDS:

To ensure proper use and control of facilities and equipment, security guards are required at all functions. A minimum of three (3) security guards shall be provided unless otherwise determined by the Executive Office or his/her designated representative. The applicant shall pay for all cost for the security guards. The cost of the security guards is in addition to any other facility user fees and deposits. (See paragraph 11 of contract regarding security guard authority) Note: if you contract to midnight the security guards will ask you to have your guest leave at 11:30pm to allow you time to begin clean up. All persons attend the event must be off Association property by midnight.

MISCELLANEOUS

There will be no food, drink, or smoking on the stage area.

The Auditorium is never to be left unattended; user is responsible for the auditorium from the time it is contracted for until closing.

Beer kegs or anything else that may cause damage or mess must have protection to prevent such damage and mess.

Parking lot is also a responsibility – charges will be deducted if surrounding area is left in a mess or damages.

No sitting on any of the tables! Any tables damaged by the user will be replaced and the cost will be deducted from the users deposit.

No loitering is allowed in the parking lot area.

A walk-through by the user and the designated representative shall be taken when the user comes to pick up the key to the auditorium.

You will need to bring a list of your guests to the event; the number of guests you allow in must not exceed your contractive agreement of people. **You are responsible for controlling this number according to your contract.**

HALL RENTAL DEPOSIT REFUND AGREEMENT:

The Renter understands that the deposit for the auditorium will not be refunded until the second week of the following month after the event – after all of the bills (cleaning, security guards, and/or repairs) have been completed.

Renter's Initials _____ Rep's Initials _____

I have read these rules and agree to abide by them:

Signature of Renter

Date

(Please print name of person signer)

Association Representative's Signature