## **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)

repair of dama	ion of the payments of \$, which includes a Security Deposit (for applicable cleaning, administrative, age and cancellation charges) of \$, The Burbank Association of Realtors® ("Association"), agrees to rium to:  ("Renter") for the date of and for the
In consideration the date of	on of the payment of \$, the Association agrees to rent to Renter for the purpose of decorating fo
Renter agrees	s and Association acknowledges that the aforesaid deposit will be refunded without question, if the Renter furnishes allation notice to the Association thirty (30) days or more prior to the scheduled date of rental. If the Renter gives less to the Association the deposit shall be forfeited.
Renter unders day period. 7:	stands that any cancellation must be in writing, and the date of delivery decides the date in establishing the thrity (30 this paragraph is acknowledged as understood by the initials appearing here
	Renter
IT IS FURTH	ER AGREED AS FOLLOWS:
on (E	ciation will allow use of the auditorium from (Time):, to (Time):,  Date):, Association agrees to allow use of the auditorium from (Time);  ime):, on (Date):, for the purpose of decorating the auditorium.
	coholic beverages are to be dispensed for a charge, Renter will secure and provide the Association with a copy of alcoholic Beverage Control Permit.
clean that	er agrees to be responsible for <i>reasonable</i> cleaning of the Auditorium. The Association and the Renter agree that hing charges shall be deducted from the Renter's Security Deposit at the rate of \$75.00 (dollars) per. Renter recognizes this is only an estimate of cleaning charger and that the actual cost of cleaning charges will determine the amount of the Security Deposit.
beyon respon action	er will be responsible for the removal of all their belongings when they vacate. If Renter needs to store anything and the terms of this contract, arrangements must be made in advance with the Association Staff. Renter assumes full consibility for their belongings while they are on the Association premises. Renter assumes full responsibility for the ns of their guests, invited, or uninvited, while they are on the premises. Responsibility extends to 100' (feet) from the ank Association of REALTORS® property.
from that (\$25. the re	Association agrees to refund the Security Deposit, less applicable cleaning charges, as long as there is no damage theft, vandalism or unreasonable use while under the control of the Renter. Should any damage occur, renter agrees the Security Deposit shall be held for restitution and repair. Renter further agrees that a fee of twenty-five dollars 00) will be deducted from the Security Deposit for administrative costs incurred by the Association in undertaking epair of any damages from theft, vandalism or unreasonable use. Should the Association suffer damage in excess of enter's Security Deposit, Renter agrees to reimburse the Association for such loss.
	Renter:Association Rep

No drinking or eating is allowed in the stage area. No smoking is allowed according to city ordinance within the Burbank

6.

Association of REALTORS® facilities.

# BURBANK ASSOCIATION OF REALTORS® RENTAL AGREEMENT (CONTINUED)

- 7. The Association or any of its agents or representatives, may enter the auditorium at any time for the purpose of inspecting the use which is being made of it. If at anytime the Association or its agent determines, in their sole discretion, that the auditorium is subject to being damaged or is not being used properly, the Association may immediately terminate the right to use the facility. Upon receiving such notice, the Renter shall immediately restore the auditorium to ts original condition. Failure of the Renter to do so shall result in the loss of the total security deposit and, in addition, any other expenses incurred by the Association in connection with the Renter's use of the auditorium.
- 8. Renter acknowledges that it will be in control of the activities and use of the auditorium. Renter also acknowledges that it has assured, and does hereby confirm such assurance, that the auditorium will be only used for lawful purposes in conformance with all applicable laws and regulations. Therefore, Renter agrees to indemnify, hold free and harmless, assume liability for and defend the Association or any of its directors, officers, agents and employees, and each of them, from any and all liability, claims, demands, damages, costs, and expenses including, but not limited to, all attorney's fees, court costs, investigative and discovery costs, relating to or arising from any damage to any and all persons, including death, or property, whether claimed as or resulting from or arising out of the use of the auditorium or Renter's actions thereon. Defense fees and costs advanced by the Association or its affiliates shall be reimbursed by Renter on demand. The provisions of this paragraph shall cover the fees and costs of any appeal, including, those involved in interpretation of this clause.

9.	Renter agrees to return key(s) as [rearramged with Association Staff by:			
		nter agrees to return key(s) as  rearramged with Association Staff by:		
Renter acknowledges receipt of a copy of this agreement Signed this day of at Burbank, California.			, 20	
BUI	RBANK ASSOCIATION OF REALTORS®	- REPRESENTATIV	'ES SIGNATURE	
REI	NTER:	ACCOUNTING:		
D.C.) !	TERRO MANOR (D. C. A.	RENTAL FEE	\$	
KEN	TERS NAME (Print)	SECURITY DEPOSIT	\$	
ADD	RESS	COFFEE SET UP FEE	\$	
CITY	, STATE, ZIP CODE	CLEANING FEE	\$	
· · ·	, 511115, 211 0052	TOTAL	\$	
НОМ	E TELEPHONE NUMBER	DEPOSIT AMOUNT PAID	\$	
WOR	K TELEPHONE NUMBER	(Date & Receipt #)		
DRIV	YER'S LICENSE NUMBER EXP DATE	BALANCE DUE	\$	
	EXPOATE	(Paid: Date & Receipt #)		
REN	TER'S SIGNATURE			

## 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.o

#### **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 message 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	