

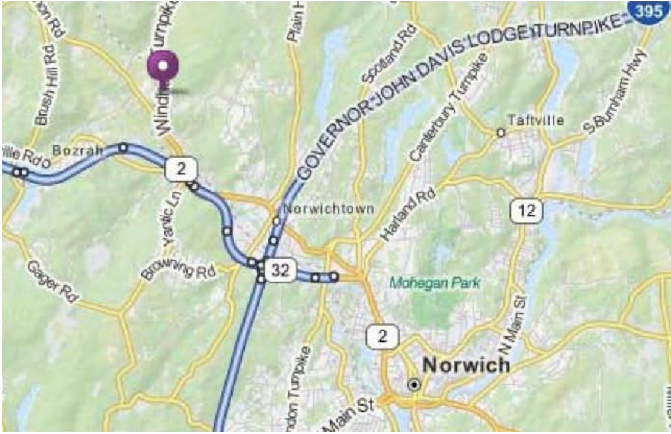


## Your Next Conference Location!

at the Eastern Connecticut Association of REALTORS® (ECAR)  
106 Route 32 North Franklin, CT 06254



- ✓ Centrally located only one mile off Route 2 in eastern Connecticut\*.



- ✓ Room rental rates are \$75 for ½ day, \$150 for a full day for ECAR members and non-profits. Coffee and hot water service is an additional \$25 for a 1/2 day or \$50 for a full day.
- ✓ Room rental rates are \$100 for ½ day, \$200 for a full day for all other organizations. Coffee and hot water service is an additional \$25 for a 1/2 day or \$50 for a full day.
- ✓ The classroom is available for rental on weekdays from 8:30 a.m. to 5:00 p.m., subject to availability.
- ✓ Up to 40 attendees can be accommodated using either classroom or theatre style.
- ✓ Rental rate for the LCD projector is \$50 per meeting.
- ✓ Conference telephone available at no additional charge.



Contact Susy Hurlbert at 860-892-2595 or by email at [susy.hurlbert@easternctrealtors.com](mailto:susy.hurlbert@easternctrealtors.com) to schedule your meeting.

\* Get directions at <http://www.easternctrealtors.com/about-ecar/driving-directions/>

**FACILITY RENTAL AGREEMENT**

Eastern Connecticut Association of REALTORS® (ECAR)

106 Route 32, Suite 4

North Franklin, CT 06254

(860) 892-2595 Fax: (860) 892-2599

**Applicant:**

(Name) \_\_\_\_\_ (Firm) \_\_\_\_\_

(Address) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

(Responsible Party) \_\_\_\_\_ (Phone Number) \_\_\_\_\_ (eMail) \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

# of Attendees: \_\_\_\_\_

Setup:  Classroom (tables and chairs)  Theatre (chairs)  Other \_\_\_\_\_  
 Coffee  Decaf Coffee  Tea/Hot Water) –  \$50 full day  \$25  
 LCD Projector (\$50 per meeting)

**Payment Method:** ECAR accepts the following payment methods: Cash, Check, Visa/MasterCard, and Discover  
**Payment for all rental and service fees hereunder are due upon execution of this Facility Rental Agreement.**

Credit Card Type:  Mastercard  Visa  Discover

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Name as it appears on card \_\_\_\_\_

Billing Address \_\_\_\_\_ Zip Code: \_\_\_\_\_ Amount Charged \$ \_\_\_\_\_

**Room Rental Fees**

In times of inclement weather, at 7:00 am on the day of your rental call the ECAR office voice mail to determine if the ECAR office will be open or not.

Equipment Fee \_\_\_\_\_

Coffee Service \_\_\_\_\_

ECAR office hours are 8:30 am to 5:00 pm Monday thru Friday. There is no ECAR staff member available prior to 8:30 am or after 5:00 pm.

TOTAL

**SEE THE OTHER SIDE OF THIS FORM FOR THE CONDITIONS OF RENTAL AND THE APPLICANTS SIGNATURE LINE. THIS FACILITY RENTAL AGREEMENT MUST BE COMPLETED, SIGNED AND RETURNED TO THE ECAR NO LATER THAN 7 DAYS FROM BOOKING THE RENTAL.**

**CONDITIONS OF RENTAL AND APPLICANT RESPONSIBILITY**

- 1) **Maximum Room capacity: 40**
- 2) APPLICANT agrees to conform to, observe and not violate the laws of the United States, laws or ordinances of the state of Connecticut or the Town of North Franklin, including fire, police and public safety rules and requirements.
- 3) APPLICANT may not use flammable objects or materials, open flame or flammable liquids or use any other materials or objects which may increase conditions of insurance, or rate of fire or public liability insurance on the building, the property or the building contents.
- 4) APPLICANT acknowledges and will enforce the ECAR's no smoking policy. Smoking is not permitted anywhere inside the building.
- 5) APPLICANT will serve no alcohol.
- 6) APPLICANT accepts liability for any and all damage to the building, property or equipment incurred by APPLICANT, representatives, agents or guests. APPLICANT further agrees to pay to ECAR upon demand, such sums as necessary to restore the building, premises, and equipment to their previous condition.
- 7) APPLICANT shall not remove any wall hangings, pictures or posters from building walls.
- 8) APPLICANT agrees to designate in advance one representative who will remain on the premises during the entire event and who will be responsible for taking any action that may be required.
- 9) If any electrical equipment is used, APPLICANT must see that it is turned off and/or unplugged. All lights, fans and equipment (Projector) are to be turned off by APPLICANT before leaving.
- 10) APPLICANT acknowledges and understands that soda, coffee, water and food are permissible in the APPLICANT'S rental area. ECAR is an open catering facility and the APPLICANT can contact any caterer the APPLICANT wishes.
- 11) APPLICANT will leave the rented facility, building, and other occupied areas in a clean and orderly condition with tables and chairs returned to original set up, trash deposited in the provided container(s), and items brought into the building for APPLICANT'S event removed. The Applicants failure to comply with these requirements will result in an additional fee of \$150.00.
- 12) It is the responsibility of the APPLICANT to obtain any special licenses or permits needed.
- 13) Applicant will be assessed the following fees, when rented, if the items are removed and/or damaged; \$50 - projector remote.
- 14) Failure by the APPLICANT to request at least 10 business days prior to the rental date(s) the mutual cancellation of this Facility Rental Agreement shall result in the forfeiture by the APPLICANT of any and all prepaid rent(s), fees and/or deposit(s).
- 15) Indemnity Clause: APPLICANT agrees to save the ECAR harmless and to indemnify it, including ECAR's attorney fees, against any Public or Private Liability, and/or Property Damage Liability which may arise or accrue by reason of the use by the APPLICANT of the facilities.
- 16) ECAR's maximum liability for the unavailability of the facilities shall not under any circumstances exceed the money paid by applicant.
- 17) Failure by the APPLICANT to execute a cancellation agreement at least 10 business days prior to the rental date(s) shall result in the forfeiture by the APPLICANT of all prepaid monies.
- 18) If the ECAR facility is being rented and advertised for a meeting of the general public, the APPLICANT must provide a copy of any promotional/advertising pieces for approval by ECAR prior to the promotion of the event. FAILURE TO COMPLY WITH THIS REQUIREMENT WILL RESULT IN THE CANCELLATION OF THIS FACILITY RENTAL AGREEMENT BUT THE APPLICANT WILL BE CHARGED THE RENTAL FEES.

**I HEREBY ACKNOWLEDGE THAT I UNDERSTAND AND WILL ABIDE BY THE TERMS STATED IN THIS AGREEMENT.**

**APPLICANT:**

**Received  
ECAR:**

\_\_\_\_\_ Date \_\_\_\_\_  
Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Printed Name/Title

**THIS DOCUMENT MAY NOT BE ASSIGNED WITHOUT THE EXPRESS WRITTEN CONSENT OF ECAR**