



Northwest Montana Association of REALTORS , Inc.
 110 Cooperative Way
 Kalispell, MT 59901
 Phone (406) 752-4197
 Fax (406) 752-7834
 Website: <http://www.nmar.com>



NMAR Room Rental Request and Agreement:

We wish to rent the (circle) Board of Directors Room/Large Meeting Room, on the date(s) of _____ . We will need the room by _____ AM/PM. We will vacate the room by _____ AM/PM.

We agree to pay \$ _____ (half of the total rental) to reserve the room today. The balance of \$ _____ will be paid before using the room.

Board of Directors Meeting Room:

- _____ \$25/day for NMAR members for real estate related meetings.
 - _____ \$50/day for other meetings
 - _____ Renter furnishes all refreshments (including bottled water).
 - _____ \$100/day with coffee set up and water included.
 - _____ Renter does room set up and clean up, **including hauling garbage away.**
 - _____ \$150/day if NMAR staff does clean up, including hauling garbage.
- Limit of 24 people/cars. Parking in Back of NMAR building only.

Large Meeting Room:

- _____ \$25/half-day for NMAR members for real estate related meetings.
 - _____ \$50/half-day for other meetings
 - _____ \$50/whole day per 50 people NMAR members for real estate related meetings.
 - _____ \$100/whole day per 50 people for other meetings.
 - _____ Renter furnishes all refreshments (including bottled water).
 - _____ \$150/day with coffee set up and water included.
 - _____ Renter does room set up and clean up, **including hauling garbage away.**
 - _____ \$200/day if NMAR staff does clean up, including hauling garbage.
- Limit of 105 people with no more than 80 cars. Parking in back of NMAR building and on our side of the lot and behind Carpet Store only.

Projector and equipment use is a separate fee, due to replacement costs of supplies and projector bulbs. Please inquire if you need to use it.

- _____ \$20 for use of the projector
 - _____ \$0.25/page for the Flip Chart
- No fee for dry erase board.

We agree that our presence **will not disturb** the NMAR staff any more than can be helped. We agree not to park in front of the neighboring business. We agree to greet, direct and control the people that are in attendance. We agree that we have our own business insurance. If we wish to cancel we do so one week in advance or forfeit the above deposit.

Signed by _____ Date: _____

Approved by _____ Date: _____
 (CEO of NMAR)