

Triangle Apartment Association Rental Space Contract



CONTACT INFORMATION

Company/Property Name	
Contact Name	
Phone Number	
Email Address	

RENTAL INFORMATION

Booking Date	
Rental Date	
Event Time <i>Start & End Time</i>	
Pre-Event / Post-Event Time <i>This is the time you need before and after your event, such as set-up and break-down.</i>	
Room Rental	<ul style="list-style-type: none">○ TAA/Response Team 1 Education Center○ TAA Large Conference Room○ Small Conference Room
Estimated Guest Count	

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By signing your initials, you understand and agree to the policies and guidelines listed. _____

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Room Availability

- The TAA occupancy has changed for each rental space
 - TAA/Response Team 1 Education Center, maximum occupancy 65
 - TAA Large Conference Room, maximum occupancy 20
 - TAA Small Conference Room, maximum occupancy 10
 - All reservations must be accompanied by a completed rental space contract.
 - Upon space availability, written confirmation will be provided.

Payment

- TAA Members will be invoiced after their rental has been fulfilled in order to provide an accurate summary of charges and any additions. However, the minimum bill will consist of what was included in the original contract.
- TAA Members can choose to be invoiced or may pay by check or with credit card.
- TAA requires non-member renters to submit payment prior to the day of the rental. **TAA accounting will contact for payment upon receipt of the rental agreement.**

Room Rates

- TAA/Response Team 1 Education Center
 - TAA Members: \$75.00 per hour
 - Non-Members: \$100.00 per hour
 - Projectors with HDMI connection included.
- TAA Large Conference Room
 - TAA Members: \$50.00 per hour
 - Non-Members: \$75.00 per hour
 - HDMI connection to television.
- TAA Small Conference Room
 - TAA Members: \$25.00 per hour
 - Non-Members: \$50.00 per hour
 - HDMI connection to television.

TAA Office Hours

Monday-Thursdays 8:30am-5:00pm

Fridays TAA Staff works remotely

- Rates listed are available for the hours listed under **TAA Office Hours**. If space is needed prior to or after the above times, an additional fee of \$20.00 per hour will be applied.
- A minimum of two hours is required to rent. Any rentals under two hours will be charged the minimum rate of two hours.

Additional Fees

- Cleaning Fee
 - Any additional clean-up required by TAA will result in a \$50.00 fee (see conduct/damages on page 3).
- Rearrangement Fee
 - Any additional efforts to reorganize the space by TAA will be subject to an additional \$25 fee.
- Time Changes
 - If you arrive early or stay late, differing from what was agreed to in the contract, TAA will charge for the time used. The contract is a guideline of expectations; however, any additions will be monitored and invoiced.

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- Overflow
 - Any additional rooms used, if available, will result in additional charges based on time needed and the original room fee.
- Supplies
 - Additional supplies are available for rent (see A-La-Carte list)
 - If materials not available for rent are used, such as serving instruments, there will be an appropriate charge included.

Conduct/Damages

- **Alexander Office Park is a non-smoking campus.**
- All displays used within a rental should be free standing without attachment to walls, ceiling, or floors. TAA will not market any company materials within the office.
- TAA is not responsible for any item left by the renter or their guests.
- TAA is not liable for any actions, activities or injuries initiated by the renter and their guests.
- Renters are responsible for any damages made during the time of the rental. A per item fee will be assessed for said damages.
- Renters are required to follow all TAA rules and regulations.

Inclusions

- Complimentary Wi-Fi is available.
- The Large Conference Room is equipped with a Polycom Speaker Phone.
- The TAA/Response Team 1 Education Center is equipped with a dry erase board and includes the use of markers and erasers. Should permanent markers be used, or any damages made, the renter will be responsible for replacing the dry erase board.
- The TAA/Response Team 1 Education Center is equipped with a kitchen space.

Food and Beverage Policy

- TAA allows catering services to be used in all rental spaces; this is not provided.
- Alcohol is not permitted.

Cancellation Policy

- Date reservations can be changed to a new date within the same month, per availability.
- Room selection, dates and times cannot be changed the week of, however, given 2 weeks advanced notice accommodation changes may be available.
- If the room and/or time must change, the original or new rate will be charged; whichever is greater.

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Signature will be regarded as acceptance and understanding of the above information and reservation for the requested rental.

Renter Printed Name

Renter Signature

Date

TAA Staff Printed Name

TAA Staff Signature

Date

"A-LA-CARTE" PRICING LIST

Supplies	TAA Education	TAA Large Conference
Bottled Water	\$1.00 per bottle \$10.00 per case	\$1.00 per bottle \$10.00 per case
Easel	\$5.00	\$5.00
Flipchart & Markers	\$15.00	\$15.00
Coffee	\$10.00	\$10.00

Items require 48-Hour notice.

Bottled Water: sold by the bottle when purchasing 10 bottles or less/sold by the case (24 bottles) when purchasing 11 or more bottles.

Black & White Copies: Up to 25 copies, then \$1.00 each

Color Copies: \$2.00 each

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