



Phone: 757.253.0028 Fax: 757.253.1559
5000 New Point Road
Suite 1101
Williamsburg, VA 23188

Education Facility (Classroom) Rental Contract

RATES AND RULES FOR RENTAL OF ASSOCIATION EDUCATION FACILITY (CLASSROOM)

Name of Organizer: _____ Date: _____

Company: _____

Company Address: _____

Email: _____ Phone: _____

Date of Event: _____

Reservation Start Time: _____ Event Time: _____ Exit Room Time: _____

Number of Participants: _____ (classroom seating available for 40)

Description of Event: _____

Who will be invited? _____

Will food be provided? Yes ☐ No ☐

Will alcohol be served? Yes ☐ No ☐

I. DEPOSIT:

Members: No deposit required
Non-Members: \$100 refundable deposit required

II. ROOM RATES:

Regular Business Hours (8:30 am to 4:30 pm M-F)

Members:	☐ Half day (4 hours or less)	\$55*	Non-Members:	☐ Half day (4 hours or less)	\$110*
	☐ Full day (more than 4 hrs.)	\$80*		☐ Full day (more than 4 hrs.)	\$160*
	☐ Each additional 1/2 hour	\$12.50*		☐ Each additional 1/2 hour	\$25*

Evening/Weekend

Members:	☐ Half day (4 hours or less)	\$80*	Non-Members:	Not available on evenings or weekends
	☐ Full day (more than 4 hrs.)	\$105*		

Note: WAAR members may receive a 50% Room Rental discount if the facility is reserved and prepaid for a minimum of six (6) times/per calendar year. (No Refunds)

III. AV EQUIPMENT:

Members:	☐ Mondopad (less than 4 hours)	\$ 30**	Non-Members:	☐ Mondopad (less than 4 hours)	\$ 60**
	☐ Mondopad (more than 4 hours)	\$ 60**		☐ Mondopad (more than 4 hours)	\$120**

IV. COFFEE SERVICE: Please indicate if coffee service and/or supplies are requested

Members:	☐ Keurig k-cups	\$ 25	Non-Members:	☐ Keurig k-cups	\$ 35
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V: RULES AND CONDITIONS OF CLASSROOM USAGE:

*Doors opened before 8:30 am will incur an additional \$25 charge.

*Room rates include seating 'as is' (classroom style). Re-arrangement of seating by WAAR will incur an additional \$25 charge.

**This equipment is only available during the Association's normal business hours of 8:30 AM - 4:30 PM, Monday through Friday, excluding holidays.

- Empty coffee grounds & rinse pots
- Dispose of trash in outdoor trash receptacles
- Room must be left in "broom clean" condition after use
- Leave room as found (tables, chairs, etc.)
- Lock upstairs education facility door and building front door
- No Smoking
- No hot plates or food preparation equipment allowed
- Drop door keys & checklist in WAAR drop box

VI. ALCOHOL NOTICE AND DISCLAIMER: The serving and consumption of alcoholic beverages in the education facility must be approved by the Association prior to rental date. The renter assumes full responsibility for the maintenance of the classroom as stipulated above, as well as for the conduct of attendees while using the education facility. The Association assumes no responsibility what-so-ever. Consumption of alcoholic beverages is an individual decision and is strictly at one's own risk. Consumption of alcoholic beverages may affect your ability to operate a motor vehicle. Please arrange a designated driver, if appropriate.

VII. PAYMENT INFORMATION

Affiliate Marketing Program FREE Classroom Rental (Room only): YES ____ NO ____ (See Cancellation / Refund Policy)

Deposit, Non-members only: \$ _____

Room: \$ _____

AV equip: \$ _____

Coffee/Tea: \$ _____

Sub-Total: \$ _____

Tax 7%: \$ _____

TOTAL: \$ _____

VIII. CANCELLATION / REFUND POLICY: Registration will be fully refunded if written cancellation is received at least seven (7) days prior to the function. No refunds will be given for cancellations made within the seven (7) days prior to the function. Affiliate Marketing Program Partners: \$50 cancellation fee if cancellation is not received at least seven (7) days prior to the function. Prices subject to change.

Rentals MUST BE PAID IN FULL no later than 10 days prior to rental date.

I hereby agree to the Rules and Conditions as outlined above. In the event that said Rules and Conditions are not met, a \$50.00 charge may be billed or, if applicable, the deposit will be forfeited.

Printed Name

Signature

Date