

New Orleans Metropolitan Association of REALTORS®

4350 Highway 22, Suite J, Mandeville, LA 70471

Phone: 985-882-8521, Fax: 985-626-0230, Email: Terrice@nomar.org or Melissa@nomar.org

Meeting Room Rental Information: **Fill in, check off, or circle as needed.**

There is a \$50 non-refundable deposit to reserve room payable by VISA/MC/AMEX/Discover.

Name of Meeting for Sign: _____

Date of Meeting: _____

Registration Starts at: _____

Meeting Times: _____ AM Session Starts at: _____ Ends: _____

PM Session Starts at: _____ Ends: _____

Contact Arrival/Set-Up Time*: _____

On Site Contact Name: _____

On Site Contact Cell Phone: _____ Other: _____

Room is set classroom style. Expected attendance: _____

Additional set-up requirements: _____

Equipment: Projector @ \$25 (1/2 day) \$45 (full day) Wireless internet connection

Screen Power strips, # required _____

Microphone: Lavalier Microphone @ \$25 Other _____

Refreshments:

Water Pitchers

Coffee Number of Pots regular: _____ @ \$10 per Pot (10 cups per pot)

Number of Pots decaff: _____ @ \$10 per Pot (10 cups per pot)

Coffee set-up at (time): _____ Coffee refreshed at: _____ # pots _____

Other Refreshments: _____

Other Instructions or Requirements: _____

Billing Information: Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ E-mail: _____

Fees:

*Room _____ Hrs @ \$_____/per Hour** or _____ full day \$_____

Equipment: _____ \$_____

_____ \$_____

_____ \$_____

Coffee: _____ Pots @ \$10 \$_____

Clean Up Fee (Outside Food & Bev) @ \$25 \$_____

Set Up charge: \$_____

Deposit (Non-refundable) - \$ 50.00

Total Due: \$_____

Payment by: Check or Visa, MC, AMEX, Discover

Credit card # _____ Exp: _____

Name on Card _____

*Rental and day rate is from 8:30 a.m. until 5:00 p.m. For use before 8:30 a.m. or after 5:00 p.m. the hourly rate plus \$20/hour will apply. There is a \$25 charge for outside Food & Beverages.

**Fractions of hours are charged as a full hour. No technical support on site.

NOMAR reserves the right to reassign meeting rooms based upon final guarantee.

By signing this agreement, you are authorizing NOMAR to charge the above card for the full rental amount. Full rental amount includes room charge, equipment use, coffee and additional charges agreed upon.

Authorized Signature

Date