



Room Rental Information & Pricing

Date of Meeting _____ Start Time _____ End Time _____ Set-up Date/Time _____

Group Name _____
All meetings/classes/events must be related to the business of real estate. No "recruiting" events are permitted.

Please provide a brief description and/or purpose of the event:

Attendance Projected _____

- Small Classroom**
(Seats 50, 832 Sq. Ft.)
- Board Room**
(Seats 25)
- Large Classroom**
(Seats 75, 1440 Sq. Ft.)
- Small Meeting Room**
(Seats 10)
- Both Classrooms**
(Seats 125, 2275 Sq. Ft.)
- Computer Lab**
(Seats 12)

Audio Visual Needs

- Projector/screen
- Need Laptop
- Microphone (Handheld)
- Easel
- Wireless Internet
- TV(s)
- Microphone (Lavalier)
- White Board
- Power Strips - How many? _____
- Podium
- Tech Support

Beverage & Food Service

- Coffee Service
 - Food Table / Name of Catering and/or Sponsoring Company _____
- ***Food cannot be prepared on site

FOR GREATER BATON ROUGE ASSOCIATION OF REALTORS® OFFICE/STAFF USE ONLY

Hourly Room Rates

HOURS	COST	
_____	_____	Small Classroom - @ \$50/ hr. or \$150 for a ½ day, or \$250 for a full day.
_____	_____	Large Classroom - @ \$75/ hr. or \$225 for a ½ day, or \$450 for a full day.
_____	_____	Both Classrooms - @ \$300/ hr. or \$300 for a ½ day, or \$600 for a full day
_____	_____	Computer Lab - @ \$100/ hr. or \$200 for a ½ day, or \$600 for a full day.
_____	_____	Board Room - @ \$35/hr. or \$105 for a ½ day, or \$150 for a full day.
_____	_____	Small Meeting Room - @ \$25/hr. or \$75 for a ½ day, or \$150 for a full day.
_____	_____	Technical Support Personal - @ \$250/day (**MUST BE BOOKED IN ADVANCE)

= \$ _____ (Subtotal)

- \$ _____ Coffee - \$10/pot
- \$ _____ GBRAR Member Discount of 25%
- \$ _____ Weekly Rental Discount of 25%

TOTAL \$ _____

GBRAR reserves the right to reassign meeting rooms based on final guarantee. Functions outside normal business hours will be considered upon availability of staff with additional staffing fees. Gatherings of more than 50 individuals after 4:30PM will require security which GBRAR will arrange for a bill the user.
GBRAR's hours of operation are Monday through Friday, 8:30 AM – 4:30 PM

A \$100 Cleaning Deposit will be charged if food or drink is consumed in meeting rooms.
ALL TRASH MUST BE BROUGHT TO DUMPSTER AND ROOM CLEANED EACH DAY OF USE ****

Contact Name _____ Email _____
 Phone # _____ Fax # _____ Member ID# _____
 Billing Name _____ Billing Address _____
 Payment Type - _____ Check _____ Visa _____ Mastercard _____ AMEX _____
 Credit Card # _____

SIGNATURE: _____

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(Date Scheduled _____ By _____)