

New Orleans Metropolitan Association of REALTORS®
 3645 North I-10 Service Road, Metairie, LA 70002
 Phone: 504-885-3200, Fax: 504-888-1812, Email: mary@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: _____
 Room: _____
 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 Set Up: _____ Expected Attendance: _____ Set For: _____
 Additional set-up requirements: _____

Equipment: Projector: 1 or 2 (\$30 ea ½ day or \$55 ea full day)
 Screen: 1 or 2 N/C Power strips, # required _____
 DVD (\$25) Wireless internet connection (Lg Rm) N/C
Microphone: Podium N/C Hand Held (\$25) Lavalier (\$25)

Refreshments: (coffee & water service in kitchen only for large and small meeting rooms)
 Water Pitchers
 Coffee Number of Pots (regular): _____ @ \$10 per Pot (10 cups per pot)
 Number of Pots (decaf): _____ @ \$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	__ ½ day 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**
 (revised 04/12/12)