



1528 Webster Street Oakland, CA 94612 • P: 510-836-3000 • F: 510-272-0661 • [www.oar.org](http://www.oar.org)

## O.A.R. Auditorium Rental Rates & Lease Agreement

### O.A.R. Rental Promotional Benefits

- eBlast marketing to almost 2,000 Members
- Event details on Facebook and O.A.R. web calendar

The Oakland Association Auditorium is leased on a fee basis. It is used for a variety of educational and promotional events which benefit all O.A.R. Members. Hourly or daily cost includes posting events to O.A.R. website calendar and scheduling of weekly eBlasts using furnished flyers once event has been approved and payment sent. Please specify what is needed at lease submission.

The following rules and regulations apply to lease and use of the Auditorium:

- I. **OAR must receive completed lease agreement and full payment in order to secure/schedule the event; the Auditorium is not available for private functions.**
- II. Additional charges applied for coffee/tea service, clean up for events with over 60 people and /or over four hours.
- III. Standard accommodation in the Auditorium is 60 people; Maximum capacity is 75 people which includes an additional clean up fee of \$25.00 & set up fee of \$25.00 (total \$50.00). **Special seating arrangements MUST be made in advance.**
- IV. Office hours are **9:00am-5:00pm Monday-Friday**. Events before or after this time require prior approval and additional charges. No weekend events.
- V. Equipment & set up available for \$25.00 which includes: LCD Projector/screen, Video, Wireless access, Microphone, Podium or Stage, Flip chart/chalkboard. **Please confirm your specific needs when making your booking.**

### For Additional Information,

#### Contact:

Melissa Bush  
[melissa@oar.org](mailto:melissa@oar.org)  
510. 836. 3000

#### Auditorium Rates:

	<u>Members</u>	<u>Non-Members</u>
Full Day (9:00am-5:00pm)	\$375.00	\$450.00
Half Day (4 hours)	\$200.00	\$275.00
1 hour	\$75.00	\$100.00

#### Additional Charges:

- |  |  |
|--|--|
| ◇ A/V Services - \$25.00                                 | ◇ Clean Up Fee -                       |
| • LCD Projector & Screen • Video                         | • \$25.00 (4 hours)                    |
| • Microphone • Extension Cord                            | • \$50.00 (full day or over 60 people) |
|  | • \$25.00 (when serving outside food)  |
| ◇ Room Set up Fee - \$25.00<br>(events w/over 60 people) |  |



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## O.A.R. Auditorium Rental Rates & Lease Agreement

### LEASE AGREEMENT

The undersigned shall indemnify, hold harmless, save and defend Oakland Association of REALTORS® and its agents, directors, officers and employees from and against all claims, liens, liability, loss or damage, including, but not limited to costs, expenses and attorney's fees; whether or not caused by the actual or claimed negligence (active or passive) of the lessee, its agents, licensees, employees or invitees, either as the sole or contributing cause, for damage to property, wherever situated, and bodily or personal injuries, including death at any time resulting there from sustained by any person or persons, which damages or injuries arise out of, or occur in connection with, directly or indirectly, the use of the Oakland Association of REALTORS® facilities by the lessee. The undersigned further agrees that O.A.R. is not responsible for any damage to property or bodily injury. O.A.R. may require that the lessee provide public liability insurance naming O.A.R. as an additional insured for the period of lease of the Auditorium.

*The undersigned represents and warrants that he or she is authorized to enter into this lease on behalf of the organization identified below. All fees are payable in advance of the date of use of the Auditorium; NO refunds for rental cancellation. The undersigned has read the foregoing terms and conditions and agrees that the lease and use of the Auditorium shall be in accordance therewith.*

#### Rental Information:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

#### Payment Information:

Total Amount Due: \$ \_\_\_\_\_ *please make checks payable to O.A.R.*

Visa/MC: \_\_\_\_\_ Exp.: \_\_\_\_\_

Authorized By: \_\_\_\_\_

◇ O.A.R. Member

◇ O.A.R. Affiliate

◇ Non-Member