

Application
For the Use of the Columbia Greene Board of REALTORS Facilities
337 Fairview Avenue, Hudson, NY 12534 (518) 282-7871

Name of Organization/Business _____

Address _____

Telephone # _____ Fax # _____

Contact Person _____ E-Mail _____

Date of Use _____ Time from _____ to _____

Reason for Rental _____

Will you need access to kitchen facilities? _____

Name of Caterer, if any _____

Room rental fee \$75 for up to three hours, \$125 for over three hours up to 7.5 hours. Check to be made payable to Columbia Greene Board of REALTORS. Room rental payment is required at least 10 days prior to event to secure the room. A security deposit in the amount of \$150 will be required. This security deposit will be forfeited if the facility is not left in the same condition it was rented in. If the Applicant cancels the event, CGBR will return the security deposit and ½ of the room rental fee.

Fee, application and insurance information should be returned to the Board office as soon as possible in order to hold the room.

Applicant uses the facilities at its sole risk. Applicant shall be responsible for any damage caused to the facilities or any property owned by CGBR occurring during the time of Applicant's use of the facilities. CGBR is not responsible for any personal property belonging to Applicant or its guests that is lost, stolen, or damaged during Applicant's use of the facilities. Applicant agrees to indemnify, defend and hold CGBR harmless from and against any loss, damage or liability, including attorney's fees and expenses, incurred as a result of Applicant's use of the facilities.

Insurance naming Columbia Greene Board of REALTORS as insured (required) must be attached.

The room may be rearranged to suit your needs, however, it must be returned to the original set up. You are free to use the coffee machine, flip chart, overhead projector, screen and kitchen appliances as needed. Consumables are your own responsibility: you will need to provide your own coffee, cups, plates, etc.

Please be advised consumption of alcoholic beverages and smoking are prohibited activities. Pets are also prohibited. Service animals are allowed.

Providing the room is not in use, you may be able to come in prior to your meeting/class for set up.

Any additional information _____

Authorized Signature

Date

The following shall be used on any and all advertising of this event. "This event is sponsored by (Applicant) and is not sponsored, endorsed or in any way affiliated with the Columbia Greene Board of Realtors, Inc."