



Lake of the Ozarks Board of REALTORS® The
West Wing Rental Agreement

This agreement is between Lake of the Ozarks Board of REALTORS®, 123 Oddo Drive, Sunrise Beach, MO 65079 and _____ (Renter). Renter agrees to rent The West Wing on _____ date(s) for the purpose of _____ (event) with _____ expected number of guests, subject to the following terms and conditions:

Security Deposit: Renter will pay the sum of \$200.00 as a refundable security/cleaning deposit at the time Renter picks up the key. The security deposit will be refunded to Renter when key(s) is returned and the Room and rented items have been determined to be in an acceptable condition.

Any damage done to the facility or rented items by Renter or any person permitted access to the premises by the Renter shall be the responsibility of the Renter. The cost of repair/replacement/cleaning above the \$200.00 deposit shall be paid by the Renter to Lake of the Ozarks Board of REALTORS®.

The Security Deposit will be automatically forfeited if Renter, or Renter's guests, representatives, invitees, licensees, contractors and/or employees cause the Fire Alarm and/or Fire Suppression System to be activated. Renter may also incur additional charges for Fire Department response and/or resetting/recalibrating of the Fire Suppression System.

Rental Fee: Renter agrees to pay the rental fee shown below for use of the Room. 50% of the rental fee is due at the time of reservation and execution of this rental agreement. The balance is to be paid in full at least two weeks prior to the event.

- _____ Half Day \$75.00
- _____ Full Day \$150.00
- _____ Use of Kitchen is an additional \$50.00

Renter shall be required to provide at least two weeks notice of cancellation for a refund to be considered.

Terms:

Renter shall be at least 21 years of age to rent facility.

Renter must inspect the premises immediately prior to the event and accept the Room and facilities in their present condition.

Renter shall return the Room in the same condition as prior to the event. The Room should be left "clean". Ordinary cleaning supplies will be provided. All trash shall be placed in the provided trash receptacles, trash can liners must be used; food and beverage items shall be removed from the room, kitchen, and refrigerator at conclusion of the event. If cleaning is required (beyond routine sweeping and mopping), a portion or all of the security deposit may be retained to cover the cleaning cost.

No smoking shall be permitted in any part of the building.

All food or liquid spills must be wiped up immediately and dried to prevent slipping and/or falling.

Seed, petals, confetti, etc. must be cleaned up by Renter before returning key. If not cleaned to Lake of the Ozarks Board of REALTORS® satisfaction, a portion or all of the security deposit may be kept to cover cleaning costs. Rice is not allowed.

Maximum occupancy for the Room is 162. Tables and chairs for 145 are provided. If more tables/chairs are needed, Renter may bring them in at their own expense. Extra tables and chairs must be removed at the end of the event.

No decorations/posters/pictures may be attached to the walls or ceiling by any means. Table decorations and freestanding/floor décor (candelabra, potted plant/tree) are allowed.

The event shall cease no later than 12:00 am (midnight) unless prior arrangements have been made with Lake of the Ozarks Board of REALTORS®. Renter shall be responsible for making closing preparations.

- Tables and chairs arranged in same condition as prior to the event
- Trash, food, and beverage properly disposed of
- Kitchen counters, sinks, ranges, microwaves, and refrigerator clean
- Thermostat set at 55° for heat and 80° for air conditioning
- Lights turned off
- Doors securely locked

Lake of the Ozarks Board of REALTORS® shall not be liable for personal property left on the premises.

Lake of the Ozarks Board of REALTORS® shall be indemnified from and held harmless by Renter for any injuries to persons or property of Renter, its guests, representatives, invitees or employees.

Optional Items Available

Round Tablecloths	\$10 each (Replacement cost \$24.00 each)
Round Tables	\$5 each
Rectangle Tablecloths	\$8 each (Replacement cost \$18.00 each)
Room Set-Up	\$50
Clean -Up	\$50
Wi-Fi	No Charge
LCD Projector	\$25 (Replacement cost \$1700.00)
Portable PA System	\$25 (Replacement cost \$1000.00)

If Renter rents the projector, PA System, or tablecloths, the items shall be left inside the Room at the end of the event. Renter will provide a major credit card to rent these items. The cost of repair or replacement of damaged or lost rental items will be the responsibility of Renter and will be billed to the credit card.

Cardholder Name (Print) _____
 Account/CC Number _____
 Expiration Date ____ / ____ CVV# _____ Zip Code _____

In the event Lake of the Ozarks Board of REALTORS® has to file suit under this agreement, renter agrees to pay reasonable attorney fees incurred by Lake of the Ozarks Board of REALTORS®.

THE ABOVE AND FOREGOING TERMS AND CONDITIONS HAVE BEEN ACKNOWLEDGED AND AGREED BY THE PARTIES ON THE _____ day of _____, 20____.

Renter: _____
 Signature: _____
 Print Name: _____
 Address: _____

 Phone: _____

Lake of the Ozarks Board of
 REALTORS®
 By: _____
 Title: _____