

Event:  
Date:  
Room:  
Contact:  
Caterer:

# ONE ELEVEN PLACE

the place for business & social events

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## FACILITY CONTRACT 2010

**The Raleigh Regional Association of REALTORS®, One Eleven Place and the Triangle TMLS do not permit seminars, presentations, programs, etc. that are of a “recruitment” nature. That is, we do not permit programs that attempt to recruit real estate agents, managers, and/or franchisees from one real estate company to another. Our Association has 4000+ members that represent a number of companies. Thus, we must insist upon maintaining neutrality in our programming. Our member companies and agents are certainly invited to utilize our facilities as long as the topics are limited to intra-company business, and are not a recruitment program in disguise. Companies violating this policy will lose rental privileges at the Association headquarters.**

Programs in competition with Raleigh Regional Association of REALTORS ® and Triangle MLS, Inc. are NOT permitted. “For Profit” programs are **not** eligible for member discount. The selling of merchandise in the building is restricted to specific criteria. Please call for more information.

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## PROMOTIONAL SIGNAGE

Clients are advised that the Town of Cary has very strict sign ordinances. It is imperative that all pertinent ordinances are strictly obeyed. *Any fines that result from illegal signage placed by the client will be the financial responsibility of the client.* Copies of the Cary Ordinances may be obtained from the Town of Cary, or may be seen on the Town of Cary website, [www.townofcary.org](http://www.townofcary.org).

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## FOOD FUNCTIONS

All food requirements must be arranged through one of the approved caterers. Clients may NOT supply their own food.

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## ALCOHOLIC BEVERAGE POLICY

Brown bagging is prohibited. Kegs of alcoholic beverages are not permitted. ALL alcohol **MUST** be served by caterer. Please call for additional information.

The Raleigh Regional Association of REALTORS® assumes no responsibility or liability for alcohol served on premises.

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## SPACE, EQUIPMENT, SERVICES AND FEES

Tables and chairs are included in rental fee. Excess tables and chairs are the responsibility of the User. **Tableware, linens and decorations are not provided.** Please contact the facilities coordinator or your caterer for rental of these items, or any other items not available through One Eleven Place. A rental charge is levied for audio-visual equipment as well as other special needs unique to the program. A credit card imprint is required for all equipment rentals.

**All deposits are required to secure your date      All deposits are Non Refundable**  
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A One Eleven Place representative will be onsite during all events.

The Raleigh Regional Association of REALTORS® has an extensive closed audio/speaker system throughout the public areas. If Users are planning on having a band or other music providers, you must check with the Facilities Coordinator to clear logistics.

Day programs are scheduled between the hours of 8:30am and 5:00pm. Evening programs are scheduled between the hours of 6:00pm and 12:00 midnight. Half day hours are 8:30am to 12:00 noon or 1:30pm to 5:00pm. Additional charges for security and/or room rental are assessed for variance in these time frames.

**A fifty percent (50%) deposit of the room rental, along with a \$300 damage deposit is required to obtain a booking and must be submitted with signed contract. The remaining balance is due eight (8) weeks prior to the event. If the reservation is made less than eight (8) weeks prior to the event, full payment is required to reserve room.** The damage deposit of \$300 is required to reserve space, regardless of rental term. The Raleigh Regional Association of REALTORS® will determine any damage assessments. If appropriate, damage deposits will be refunded within thirty (30) days after rental payment in full has been received. In the event that a check(s) is returned or credit card declined for insufficient funds, the User must present full payment in cash, money order, or certified check within twenty four (24) hours of notification, including a twenty-five (\$25) penalty fee or contract is null and void and all deposits are forfeited.

## **PROGRAM CANCELLATION POLICY**

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Deposits received as confirmation of reservation are NON-REFUNDABLE. The Raleigh Regional Association of REALTORS® shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State and Municipal) regulations of, or restriction upon the facility or travel or transportation, non-availability of food, beverage, or supplies, riots, national emergencies, terrorist acts, acts of GOD and any other causes, whether enumerated herein or not, which are beyond the reasonable control of the Raleigh Regional Association of REALTORS® and which prevent or interfere with the Raleigh Regional Association of REALTORS® performance. In such event, the Raleigh Regional Association of REALTORS® shall not be liable to the customer for any damages, whether actual or consequential, which may result from such non-performance but shall be liable only for refunding to User any deposits being held.

## **ROOM SET-UP**

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The building does not have storage capacity; therefore, any materials should be shipped-in immediately before the program begins and shipped-out immediately after the program ends. The Raleigh Regional Association of REALTORS® is not responsible for any materials provided by the User.

Room set-up and catering requirements must be completed by User and returned to the Raleigh Regional Association of REALTORS® **not less than two weeks prior to the scheduled event.**

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User must submit any last minute changes, including guaranteed number of participants, **48 hours in advance**. Changes requested after the meeting room has been prepared are subject to additional labor/setup charges.

Audio-visual equipment requested in advance can be cancelled with no liability on the part of the User group provided the notice of cancellations is received three working days prior to the scheduled event. The User group remains liable for appropriate rental charges if the notification is received with less lead-time.

Changes in room setup or addition of audio-visual equipment to the meeting area on the day of the program will be assessed the appropriate equipment or labor charge.

Operation, repair or service of audio-visual equipment brought into the building by the User group is the responsibility of that group.

### **REGISTRATION**

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Even though tentative space requirements are made, assignments are subject to change. **Management reserves the right to make final space allocations.** Inform pre-registrants that the telephone number for messages while attending the program is (919) 654-5400. All messages will be held at the reception area during regular business hours.

If registration space was requested, the assigned pre-function area will be designated by a registration sign. Use the assigned space only; tables or chairs should not be moved from other locations without consulting the Receptionist. Registrations not held in the pre-function area can only be held in the assigned meeting room.

### **IMPLEMENTING THE PROGRAM**

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Please inform the participants that other Users may be in the facility and request that noise is kept to a minimum and conversations take place in the lobby area.

Please use track rails or chair rails in the meeting areas to display materials rather than taping materials to walls or doors. Nothing is to be suspended from the ceiling. The use of confetti type materials inside and outside the building is prohibited. This includes, but not limited to, birdseed and flower petals. All open flames must be approved by the Facilities Coordinator.

The User group is responsible for and shall indemnify and hold harmless the Raleigh Regional Association of REALTORS® from and against any damage, loss or liability caused by the User group, or its agents or representatives, or by its invitees or guests before, during or after the contracted function. User group shall, upon request, furnish Raleigh Regional Association of REALTORS® with evidence of liability insurance coverage that would provide sufficient and adequate coverage for the User group in connection with its use of the facility.

Meeting rooms are also used for evening events; therefore, check with Facilities Coordinator before leaving materials or equipment in the meeting areas overnight. The Raleigh Regional Association of REALTORS® is not responsible for any materials or equipment left in the building overnight, during breaks or meals or in exhibit or display areas. The Facilities Coordinator will secure the area when requested but assumes no responsibility for the materials or equipment contained therein.

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It is essential to conclude the meeting(s) at the scheduled time or to request an extension prior to noon of the given day with the Facilities Coordinator. Depending on the use, extensions may not always be granted but requests will be honored when possible. Additional charges will be applied.

### **PROGRAM FOLLOW-UP**

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All materials and/or equipment are to be removed from the building at the close of the event. Any deviation from this policy must be approved by the Facilities Coordinator in advance.

Billing information and participant count must be verified with the Facilities Coordinator on the last day of the meeting prior to departure. The Evaluation Form should be completed at the conclusion of the function.

Any additional charges incurred, i.e. break service, additional equipment, etc. is due for payment within thirty (30) days of the event. Any questions related to the invoice should be directed to the Facilities Coordinator at (919) 654-5413. If an invoice is not paid, the User group's future space request(s) will not be accepted or approved until all payments are received. Additionally, the account will be turned over to a collection agency.

### **EMERGENCY EVACUATION PROCEDURES FOR FIRE, GAS LEAK, HAZARDOUS MATERIAL, FIRE ALARM**

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When a problem has been identified and notification has been made, occupants will instantly take steps to ensure personal safety by moving away from the affected area. Use the most direct route to the outside of the building by following the posted "EXIT" signs.

If possible, alert other occupants in the building by pulling the fire alarm and telling others of the situation. Evacuate to an area outside the building and follow directions as provided by the Raleigh Regional Association of REALTORS® Staff. Keep clear of the driveways and entrances. Public Safety Officials will signal the end of the incident and give further instructions.

### **DISASTER PLAN: BUILDING EMERGENCY PROCEDURES FOR TORNADO OR EARTHQUAKE**

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When a problem has been identified by observing visible warning signs or receiving radio or telephone reports, steps should be taken by User group to ensure occupants safety. Occupants should move to interior areas such as bathrooms, closets, or halls. Stay away from windows and doors. If there is no time to move to interior areas, seek cover under desks and tables and protect head.

### **SPECIAL SERVICES**

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In accordance with ADA, if you have any disabilities which require special accommodations, please notify us immediately.

### **AUDIO-VISUAL EQUIPMENT**

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The following equipment is usually available for rental upon request. Meeting rooms have lecterns or podiums and dry erase boards. Equipment does not leave the building. **A credit card is required for security deposit.**

TV Color Monitor.....	\$100
Cassette Tape Recorder .....	30
Computer with Projection System .....	250
Flipchart.....	35
Easel .....	35
Handheld/Lavaliere Cordless Microphones.....	50
Laser Pointer.....	30
LCD/Video Projector .....	200
Overhead Projector.....	35
Slide Projector.....	35
VCR/DVD combo w/Monitor.....	120
Laptop Computer.....	100
Dance Floor.....	350
Staging.....	350
Internet Access** .....	150
Sound System.....	100
Conference Calling.....	100

*\*All rates are subject to change without notification.*

*\*\*30 day notice required for Internet Access*

## ROOMS

Function Room	Size L x W	Sq. Ft.	Seating Capacity		
			Banquet	Classroom	Theatre\Reception **
Grand Ballroom	72'x46'	3,360	275	230	350
Ballroom I	36'x46'	1,680	132	115	180
Ballroom II	36'x46'	1,680	132	115	180
Pre-function	80'x29'	2,373	N/A	N/A	245
Board Room*	39'x22'	870	N/A	N/A	N/A
Classroom	54'x33'	1,785	140	120	178
Patio	157'x25'	3,925	N/A	N/A	400

***\*Boardroom will accommodate 26 people conference style.***

***\*\* "Reception" set-up is standing room only. If you are planning a wedding reception, you will require "Banquet" seating.***

Please note that the capacities shown are maximums. The addition of head tables, dance floors, food service tables, etc. will significantly reduce the available seating and room capacity.

Area	Daytime Rental (Monday-	Evening Rental (Monday-	Friday Night	Saturday	Sunday
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	<b>Friday)</b>	<b>Thursday)</b>			
Full Ballroom	\$750 Full Day \$575 ½ Day	\$1050	\$1300	\$2300	\$1500
Half Ballroom/ Ballroom C	\$500 Full Day \$385 ½ Day	\$800	\$1100	\$1500	\$1000
Pre-function area/ Patio	Call for details	Call for details	Call for details	Call for details	Call for details
Boardroom	\$100/hr 2 hr minimum or \$600 all day	\$150/hr 2 hr minimum or \$750 all evening	\$1000	\$1050	\$1050

**Please contact us for Holiday pricing.**

<b>Hours of Operation</b>	<b>Hours</b>	<b>Hours in Excess</b>
Monday thru Friday	8:30am-5pm	\$100 per hour daytime \$150 per hour in evening
Friday Evening	6pm-midnight	\$150 per hour
Saturday or Sunday	9am-midnight	\$150 per hour
1/2 Day Rate	8:30am-noon or 1:30pm-5:00 pm	\$100 per hour daytime \$150 per hour in evening

***Rates subject to change without notice.***

**Damage Deposits**

Damage Deposit of \$300 required to reserve room, regardless of rental term. The Raleigh Regional Association of REALTORS® will determine any damage assessments. Client will be liable for payment of any damages in excess of the damage deposit. If appropriate, deposits will be refunded within thirty (30) days after rental payment has been received.

**Discounts**

Raleigh Regional Association of REALTORS® and TCAR Members receive a discount from indicated room rental rates **only**. Contract must be in Members name. Member assumes ALL liability.

**Break Service**

For beverage break service during regular business hours, call Mary Rachel White at 919.654.5413. Rates are \$4per person ½ day, \$7per person all day. Juice added to break service \$5 for half day and \$8 all day. Prices are subject to change without notice.

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Title of Event \_\_\_\_\_

Date(s) of Function \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
Fax \_\_\_\_\_

Email address \_\_\_\_\_

Program Host \_\_\_\_\_

Host Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Time of Event: Beginning: \_\_\_\_\_ am/pm  
Ending \_\_\_\_\_ am/pm

Amount of time needed for set up and Breakdown:  
*Note: Weekdays, any hour before 8:30 am is \$100/hour and excess hours after 5:00 are billed \$150/hour.*  
***\*For catered events on evenings and weekends, please arrange entry/set-up times with your caterer!***

Set up time \_\_\_\_\_ End of  
Breakdown \_\_\_\_\_  
Hour/Date Hour/Date

Session Attendance \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

Caterer? \_\_\_\_\_

Desired Room Set-Up (**please circle**): Classroom Reception Banquet Theater  
**\*Please see diagram of room set-ups on page 9.**

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List needs: Audio-visual equipment, head table arrangement, dance floor, sound system etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Credit Card No. **(required for ALL room/equipment rentals)** \_\_\_\_\_

Expiration date. \_\_\_\_\_

After thirty (30) days from the final billing date, the RRAR is hereby authorized to charge all unpaid balances to the above listed credit card.

\_\_\_\_\_  
\*Signature required

Registration Needs (i.e. registration tables, chairs)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ONE ELEVEN PLACE BREAK SERVICE**

Includes coffee, water and soft drinks: \$4 per person 1/2 day, \$7 all day. Juice can be added to break service for \$1 per person. Raleigh Regional Association of REALTORS® break service is ONLY available during regular business hours. Monday – Friday 8:30am-5:00pm. Please call selected caterer for break service for nights and weekends.

Date(s) \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

\_\_\_\_\_

**Please choose one of the following:**

\_\_\_\_\_ Full Day without juice (\$7.00 pp)  
(\$4.00 pp)

\_\_\_\_\_ Half Day without juice

\_\_\_\_\_ Full Day with juice (\$8.00 pp)  
pp)

\_\_\_\_\_ Half Day with juice (\$5.00

\_\_\_\_\_ No break service is requested for this event

Guarantee Number for Break Service \_\_\_\_\_

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Initial \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**Authorizing Signature** \_\_\_\_\_ **Date**  
\_\_\_\_\_

**Who referred you to the One Eleven Place?** \_\_\_\_\_

**All room rentals are tentative until receipt of deposit.**

**Please initial each page and return entire contract with deposits.**

**ONE ELEVEN PLACE USE ONLY**

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Form of Payment:

\_\_\_\_\_  
Amount of Deposit \_\_\_\_\_ Date

Received \_\_\_\_\_

Security Deposit \_\_\_\_\_ Date

Received \_\_\_\_\_

Room \_\_\_\_\_ Contract

Returned \_\_\_\_\_

Total Amount

Due \_\_\_\_\_

Date

Due \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_

Notes:

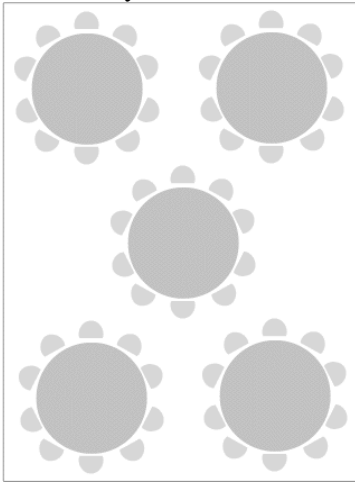
**All deposits are required to secure your date**      **All deposits are Non Refundable**  
Initial \_\_\_\_\_

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Initial \_\_\_\_\_

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## BANQUET SETUP



- 60" round tables
- tables seat 8 people comfortably
- most common setup for wedding receptions and banquets
- 275 in grand ballroom, 132 in half ballroom or classroom

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## CLASSROOM SETUP



- tables are 1 1/2' x 8'
- 3 – 4 chairs at each table, facing front
- 230 in grand ballroom, 115 in half ballroom or classroom

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## THEATER SETUP



- rows of chairs facing front of room
- no tables
- 325 in grand ballroom, 150 in half ballroom or classroom

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## RECEPTION SETUP

- no tables or chairs, standing room only
- 350 for grand ballroom, 180 for half ballroom or classroom