



RAM CONFERENCE ROOM RENTAL CONTRACT

(Both pages of this form must be completed & submitted to RAM)

Date(s) of function _____ Total number of days _____
 Time of function Registration/Check-in _____ Function starts _____ Function ends _____
 Function name _____
 Group/Entity name _____
 Mailing Address _____
 Contact name _____ phone _____ fax _____

(RAM reserves the right to refuse rental to any person or entity)

• **Room Set-up** (check appropriate configuration below)

Head table for _____ or Instructor table for _____

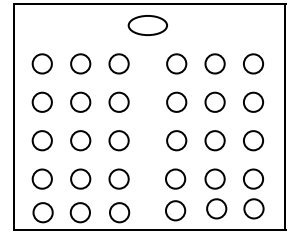
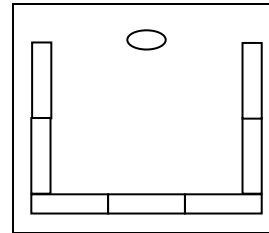
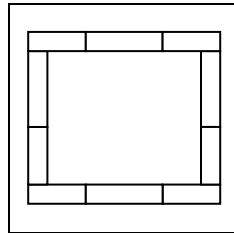
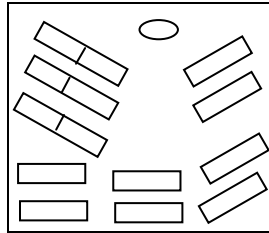
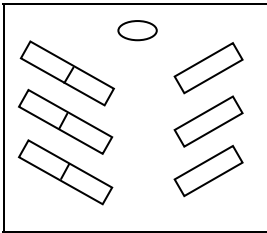
Chevron
 capacity: 27

Classroom
 capacity: 42

Conference
 capacity: 30

U-Shape
 capacity: 21

Theater (chairs only)
 capacity: 60



ROOM RESERVATIONS and RENTAL RATES (per day)

| ↓ check where applicable → | <input type="checkbox"/> Non-Member <small>(non-profit entity may qualify for member rate)</small> | <input type="checkbox"/> Member |
|---|--|--|
| <input type="checkbox"/> Up to 4 hours | \$175 | \$125 |
| <input type="checkbox"/> Beyond 4 hours, and evenings &/or weekends | \$250 | \$200 |

EQUIPMENT RENTAL RATES (per day)

| ↓ check where applicable → | <input type="checkbox"/> Non-Member <small>(non-profit entity may qualify for member rate)</small> | <input type="checkbox"/> Member |
|--|--|--|
| <input type="checkbox"/> LCD projector/screen | \$150 | \$100 |
| <input type="checkbox"/> Laptop computer | \$75 | \$50 |
| <input type="checkbox"/> T-1 Internet Connection | \$40 | \$30 |
| <input type="checkbox"/> 27" color TV/VCR | \$30 | \$15 |
| <input type="checkbox"/> Overhead projector/screen | \$30 | \$15 |
| <input type="checkbox"/> Flipchart | \$20 | \$15 |
| <input type="checkbox"/> Phone line (local) | \$10 | \$5 |
| <input type="checkbox"/> Podium | \$10 | \$5 |
| <input type="checkbox"/> White/chalk board | \$10 | \$5 |

RAM use only: Total room \$ _____ + equipment \$ _____ + tax \$ _____ + \$100 deposit = \$ _____

hold calendar form/payment rec'd confirm calendar form signed/ret'd copy acct for deposit refund



CONDITIONS FOR RENTAL and USE of the RAM CONFERENCE ROOM

Dates of Function: _____

REQUIREMENTS TO HOLD ROOM

Your room reservation is confirmed upon receipt of the signed Contract Agreement, the total room rental charge, equipment rental fee (plus 4.166% Hawaii General Excise Tax on room and/or equipment rental charge), and \$100 cleaning/security deposit. (Note: additional equipment rental on day of function must be paid on day of function.)

CLEANING/SECURITY DEPOSIT

A deposit of \$100 is required. If the room is left in good, clean condition, and the equipment is fully operational, the full deposit will be refunded. If the room requires cleaning, or if the room or equipment require repair due to negligence on behalf of the rental party, a portion or all of the deposit will be retained by RAM for such work. The rental party shall be responsible for damages or repairs that exceed the \$100 cleaning/security deposit (see final settlement).

FINAL SETTLEMENT

A final statement will be sent to you for any incidental charges incurred. The statement will reflect the total charges, less payments received. Payment shall be due fifteen (15) days from statement date.

CANCELLATION POLICY

Cancellations must be in writing and received fifteen (15) days prior to the function for a full refund. Written cancellations received fewer than fifteen (15) days prior to the function will receive a 50% refund of room rental fee (equipment rental fee and cleaning/security deposit will be fully refunded).

(Note: RAM reserves the right to cancel with fifteen [15] day's prior written notice.)

OPERATIONAL CONDITIONS:

1. Business Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.
2. RAM prohibits conference room rental to any entity in competition with RAM's educational offerings.
3. RAM prohibits a person or organization renting the facility from promoting, distributing, or advertising products or services that are in competition with RAM's services, programs, or educational offerings.
4. Registration will be the responsibility of the person/organization renting the facility.
5. Advertising will be the responsibility of the person/organization renting the facility. No advertising or individual promotion will be done by RAM; i.e., RAM will not email, fax, post, nor distribute information or fliers.
6. A room layout must be provided at least seven (7) days prior to the function to allow for set-up time. The room is to be left in the same layout as requested.
7. The partition wall between the two meeting rooms may be opened or closed only by authorized staff of RAM. For increased room capacity, the adjoining room is available upon request (call RAM for details).
8. Sub-letting of the room is not permitted.
9. No outside equipment may be used without the prior written consent of RAM.
10. Food & non-alcoholic beverages are permitted. Alcohol is not permitted.
11. Smoking is prohibited in all areas of the building, and within twenty (20) feet of the building entrance (Chapter 328J,HRS).

CONTRACT AGREEMENT

Signing this contract agreement constitutes approval and acceptance of all details stated herein.

This agreement must be signed and returned to RAM at least fifteen (15) days before date of function.

This agreement will be valid and binding upon acceptance and execution by RAM (a signed copy will be forwarded to you).

Approved/Accepted by _____ / _____ / _____
Print name of Responsible Party Signature Date

Approved/Accepted by _____ / _____ / _____
Print name of RAM Representative Signature Date

| | |
|--|---|
| ◆ INDICATE YOUR METHOD OF PAYMENT | |
| AMOUNT PAID \$ _____ | <input type="checkbox"/> CASH <input type="checkbox"/> Check (\$25 returned check fee) <input type="checkbox"/> Amer Ex <input type="checkbox"/> Master <input type="checkbox"/> VISA (fax charges to 871-8911) |
| CHG CARD # _____ | EXP _____ - _____ MON YEAR |
| Name as it appears on credit card: _____ | |