

## SPACE RENTAL RATES

### Conference Room

#### Full Day:

\$150 (non-member)  
\$100 (member)

#### Half Day:

\$100 (non-member)  
\$75 (member)  
8 a.m.-12 p.m. or 1-5 p.m.

#### Weekly (Mon-Fri):

\$750 (non-member)  
\$500 (member)

#### Rental includes:

- > Drop-down screen & existing room set-up
- > Complimentary wireless internet
- > Complimentary signage in the lobby
- > Complimentary easels

For conference room ONLY: Coffee service & soft drinks available (soft drinks charged by consumption)

### Kutz Center

#### Full Day:

\$350 (non-member)  
\$300 (member)

#### Half Day:

\$250 (non-member)  
\$200 (member)  
8 a.m.-12 p.m. or 1-5 p.m.

#### Weekly (Mon-Fri):

\$1,650 (non-member)  
\$1,400 (member)

#### Rental includes:

- > Drop-down screen & onetime room set-up
- > Kitchen use is complimentary with use of Kutz Center
- > Complimentary wireless internet
- > Complimentary signage in the lobby
- > Complimentary easels
- > 1 hour allowed for set-up and breakdown

### Extended Hours Hours

### Cost

Mon.-Thurs.	5-10 p.m.	\$150/hour
Fri. evening	6-11:00 p.m.	\$150/hour
Sat.	11 a.m.-10 p.m.	\$150/hour
Sun.	12 p.m.-6 p.m.	\$150/hour

Extended hours require a 2 hour minimum.

## ■ POLICIES

### Food Functions

All food requirements must be made through one of the approved caterers. *Clients may only bring limited snacks and drinks.*

Additional space for meals is available on the patio or the Kutz Center: \$200

### Exclusive Caterers

*Above and Beyond Catering*  
700 Old Mill Road, High Point, NC 27265-9676  
(336) 885-2224  
[www.aboveandbeyondcatering.com](http://www.aboveandbeyondcatering.com)

### Peppermoon Catering

1068 Boulder Road, Greensboro NC 27408  
(336) 218-8858  
[www.peppermooncatering.com](http://www.peppermooncatering.com)

### Alcoholic Beverage Policy

ALL alcohol MUST be served by caterer.

### Decorations, Linens, Tableware

Tables and chairs are included in the rental fee. Excess tables and chairs are the responsibility of the client. *Tableware, linens, and decorations are not provided.* Please contact the facilities coordinator or one of our exclusive caterers for rental of these items.

### Security Deposit

A fifty percent (50%) deposit of the room rental, along with a \$200 damage deposit is required to obtain a booking and must be submitted with the signed contract. The remaining balance is due thirty (30) days prior to the event. If the reservation is made less than thirty (30) days prior to the event, full payment is required to reserve the room. The damage deposit of \$200 is required to reserve space, regardless of room rental term. The North Carolina 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.



Jim Bichsel Building  
NCAR Headquarters  
Greensboro

*Serving All Your Meeting & Event Needs*

## Meeting & Event Space Rental



The Voice of Real Estate in North Carolina

**RENTAL OPPORTUNITIES**

Thank you for considering the NC Association of REALTORS® Headquarters to host your next meeting or event. Our professional events staff look forward to hosting you and making sure your meeting needs are met.

**Room Sets**

**Conference Room**

- > Existing set seats 20 conference style
- > 15 additional chairs – perimeter of the room

**Kutz Center (see room configurations)**

- > Classroom (75 person capacity)
- > Hollow Square (30 person capacity)
- > U-Shape (30 person capacity)
- > Rounds (round tables can be provided through exclusive caterer) (30 person capacity)
- > Theater (50 person capacity)

**Audio Visual Equipment**

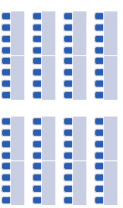
The following equipment can be made available for rental upon request in advance. Meeting room rental includes use of podium, US and NC Flags, Audio Visual Cart and dry erase boards. Audio Visual equipment does not leave the building. A credit card is required for security deposit.

- > TV Color Monitor with DVD Player: \$100
- > LCD w/Drop-Down Screen: \$250
- > Flipchart Package: \$25
- > Handheld/Lavalliere Cordless Microphones with Sound System: \$75
- > Laptop: \$125
- > Conference Calling: \$125
- > Video Conferencing: \$250

AV rental fees includes an on-site audio visual assistant



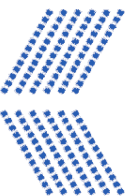
**ROOM CONFIGURATIONS: KUTZ CENTER**



Classroom (Tables)



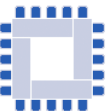
Theater/Lecture



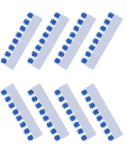
Herringbone (Chairs)



Board or Conference



Hollow Square



Herringbone (Tables)



"U" Shape



Square

**KUTZ TRAINING CENTER  
RESERVATION REQUEST FORM**

Please fill out the following details about your meeting. If you have any questions, please e-mail Keri Epps-Rashad, kepps-rashad@ncrealtors.org, or fax to 336-299-7872 for processing. Thank you!

Meeting Contact/Name: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

Start \_\_\_\_\_ End \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Room Configuration: (see inside brochure for diagrams - please check one)

- Classroom (Tables)
- Theater/Lecture
- Herringbone (Tables)
- Herringbone (Chairs)
- Board or Conference
- Square
- Hollow Square
- "U" Shape

A/V & Miscellaneous Requirement:

- (please check those needed)
- LCD Projector Pkg  VCR & TV
  - Overhead Projector  Screen
  - Cordless Lavallier  Easel
  - Flipchart/Markers

Additional Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The final agreement confirming your meeting and/or event details will follow.