

# MSAR Real Estate Institute Facility – Rental Application

1671 Adamson Parkway, Suite 100, Morrow, GA 30260

Phone: 770-477-7579 Fax: 770-477-0267

Type of function \_\_\_\_\_ **See alcohol use policy addendum attached hereto and made a part hereof.**

Day and Date \_\_\_\_\_ Time \_\_\_\_\_ Number of Guests \_\_\_\_\_

Contact Information:

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home \_\_\_\_\_ Office \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Will you need use of the kitchen? YES NO

Please indicate table and chair requirements below or draw a room layout on the back of this application.

# of tables \_\_\_\_\_ # of chairs \_\_\_\_\_

Rental fee breakdown:

Base Rental Fee	\$
Security Deposit	\$
After Hours Use (\$50/hour)	\$
Audio/Visual Equipment Rental	\$
Linen Services	\$
Other: _____	\$
TOTAL	\$

**Cancellation Policy:** Events that are cancelled at least 72 hours before event start time are eligible for a 100% refund of the room rental rate including deposit. Any additional charges such as linens, decorations, etc. that have been pre-arranged will be refunded at the discretion of the contracted company. Any events cancelled less than 72 hours in advance will default their \$25 deposit. All events cancelled with less than 24 hours notice will forfeit all of the rental fee including deposit.

I have read and understand the rules regarding the use of the MSAR Real Estate Institute Facility. As the renter, I acknowledge that I am responsible for any injury or damage that result from the failure to follow these rules. Failure to follow these rules could lead to the loss of my deposit and I understand that I may not be eligible to use the meeting facility again. I agree that if I cancel my event I will comply with the cancellation policy. I further agree that the MSAR Real Estate Institute has permission to take photographs at my event to be used in promotional materials.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please have this form returned to the MSAR Real Estate Institute for approval. Fax 770-477-0267