

# Conference Room Rentals

## 1 Hour Conference Room

Member Rate

\$30

Non-Member Rate

\$40



## Half Day (Up to 4 hours) Conference Room

Member Rate

\$75

Non-Member Rate

\$110



## Full Day (Over 4 hours) Conference Room

Member Rate

\$130

Non-Member Rate

\$175



## Just need Private Space with Wi-Fi\*?

Half Day

Member Rate \$45

Non-Member Rate \$60

Full Day

Member Rate \$75

Non-Member Rate \$100

\*LL conference space

## Why Rent with us?

- 1) Equipped with the latest Technology
- 2) Modern AV & Tech capabilities
- 3) Discounted member pricing
- 4) Clean, modern meeting space
- 5) Free high speed Wi-Fi

## Book your room today

- 1) Fill out the application
- 2) Email it to [educ@gprealtors.net](mailto:educ@gprealtors.net)  
or call 540-347-4866
- 3) Receive a confirmation from GPR Staff

Professional Space

Flexible Timeframes

Member Discounts



**Conference Room Rental Agreement**

The GPR conference space is available for rent located at 47 Garrett Street, Warrenton, VA 20186.

**The following procedures must be adhered to when renting the GPR conference room:**

1. The room may be available during office hours - Monday through Friday, 8:00 a.m. to 5:00 p.m., however not available during observed Holidays. Rental of the facility outside normal business hours must be negotiated.
2. Must abide by the non-smoking rule inside the GPR building
3. Must clean all tables and place tables and chairs in position found.
4. May not use tape, nails, hooks, thumbtacks, or other materials to attach anything to the walls, floors, ceiling, etc.
5. Attendance in the meeting room is limited by the fire code.
6. The facility is available for serving light refreshments. Alcoholic beverages are not allowed. Each group is responsible for cleaning this area after use.
7. Phone calls to the GPR office for information about the rental event will be referred to the person who filled out the application. (Staff will accept phone calls and provide the date, time, and directions for the meeting.)
8. GPR can provide 2 flat screen TVs and hookup equipment (laptop not included), and the group will be responsible for any damage to the equipment.
9. Organizations assume responsibility for any damage to the room or contents and must leave the room in an orderly, clean condition. An itemized bill will be provided to the renter for any damages. GPR is not responsible for any injuries incurred during the use of the room, or for any lost or stolen property.
10. The facility meetings are intended for adults only. If children are going to be present, the GPR staff must be notified in advance for approval.
11. GPR retains the right to cancel a reservation for good reason and will provide as much notice as possible.

**Conference Room:**

- GPR Conference Room
- GPR Private Space

**Check if Applicable:**

- I am a Platinum Sponsor with GPR (GPR grants 3 Free days per Company per Year)
- I am a Gold Sponsor with GPR (GPR grants 2 Free days per Company per Year)
- I am a Bronze Sponsor with GPR (GPR grants 1 day Free per Company per Year)

**Equipment Use:**

- I will not be needing equipment.
- I am bringing my own equipment.
- I would like to rent out the OWL & Laptop for the additional fee of \$75.

Date(s)/Time(s) Requested	
Nature of Meeting	
Name of Organization/Business	
Anticipated Attendance	
Name of Responsible Person	
Email Address of Responsible Person	
Phone number	
Amount due	

**I have read the provisions for the use of the meeting room and agree to comply with them.**

Client Signature:	Date
GPR Staff Signature:	Date