



**REALTOR® ASSOCIATION**  
of Sarasota and Manatee  
*Reach Further.™*

## Facility Rental Information and Rate Sheet

The REALTOR® Association of Sarasota and Manatee conference & meeting facility is available for seminars, banquets, receptions, parties, meetings and other functions. Our facility is located at 2320 Cattlemen Road, Sarasota, FL 34232. If you have any questions, please contact Tiffany Long at [TiffanyL@MyRASM.com](mailto:TiffanyL@MyRASM.com) or by calling (941) 952-3408

**DESCRIPTION OF EVENT:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_

**START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_ **SETUP TIME:** \_\_\_\_\_

**NUMBER OF ATTENDEES:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**MEMBER:**  YES  NO **RASM MEMBER #:** \_\_\_\_\_

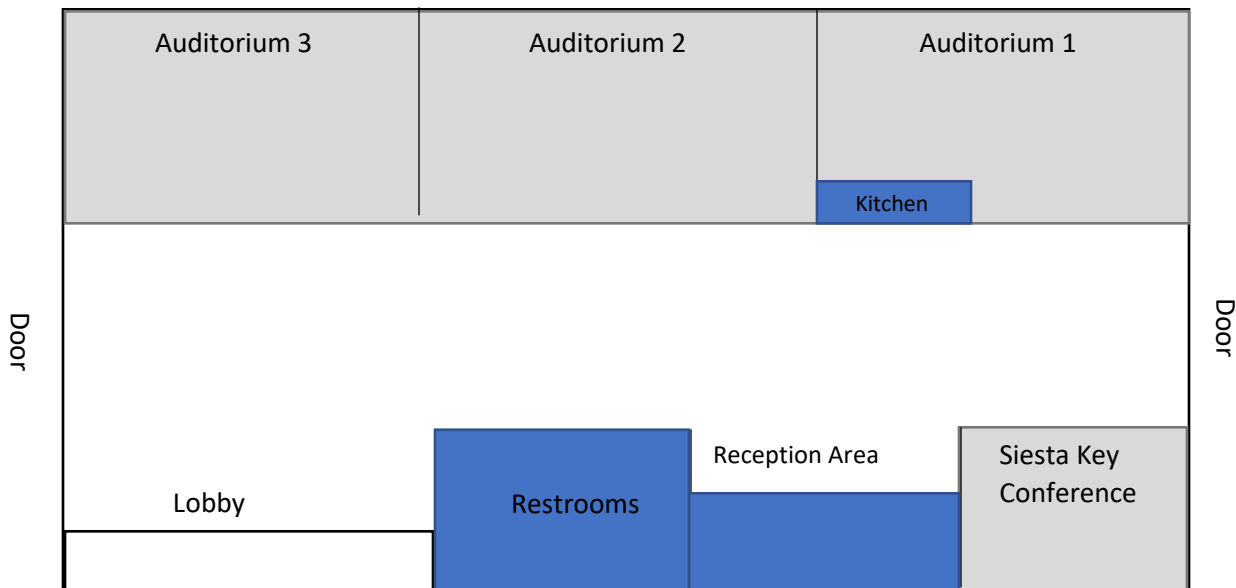
\_\_\_\_\_ # of Auditorium Sections needed

\_\_\_\_\_ Siesta Key Conference Room

### EVENT SET UP

**AUDITORIUMS- 3 SECTIONS AVAILABLE, EACH SECTION SEATS 42 PEOPLE**

**SIESTA KEY CONFERENCE ROOM - SEATS UP TO 24 PEOPLE**



RASM SOUTH SET UP

**EVENT A/V REQUEST**

- ONE HANDHELD MICROPHONE \$40
- ONE LAPEL CLIP MICROPHONE \$40
- PROJECTOR & SCREEN \$75

**PRESENTATION NEEDS**

We recommend bringing your laptop in 72 hours in advance of your event to make sure we can meet you're A/V needs. Please note we do not provide laptops for any rentals.

**A/V HOOK-UPS THAT WE OFFER:**

- VGA
- HDMI
- APPLE PLAY
- AIRTAME
- MIRACAST

**EXTRAS**

COFFEE, CREAM, SUGAR & CUPS

- 100 CUPS \$50
- 50 CUP \$25

**OTHER ITEMS**

- ROOM SETUP /BREAKDOWN \$150



**RATES**

**AUDITORIUMS**

| <b>Weekly Daytime Rates (Mon.-Fri. 8:30am-5pm):</b> | <b>Member</b>        | <b>Non-Member</b>        |
|-----------------------------------------------------|----------------------|--------------------------|
| Half Day (Up-to 4 hours (8:30-12:30 or 1-5))        | \$150 per section    | \$200 per section        |
| Full Day (4-8 Hours)                                | \$300 per section    | \$350 per section        |
| Hourly Overtime Rate (Prior to 8:30am/After 5pm)    | \$100                | \$125                    |
| Penalty Charge (Going over scheduled time)          | \$100                | \$150                    |
| <br>                                                |                      |                          |
| <b>Evening (After 5pm) and Weekend Rates:</b>       | <b>Member</b>        | <b>Non-Member</b>        |
| Half Day (Up-to 4 hours)                            | \$250 per section    | \$350 per section        |
|                                                     | \$450 all 3 sections | \$650 all three sections |
| Full Day (4-8 Hours)                                | \$350 per section    | \$500 per section        |
|                                                     | \$650 all 3 sections | \$1,000 all 3 sections   |
| Penalty Charge (Going over scheduled time)          | \$100                | \$150                    |

**CONFERENCE ROOMS**

|                                              | <b>Member</b> | <b>Non-Member</b> |
|----------------------------------------------|---------------|-------------------|
| Weekly Daytime Rates (Mon.-Fri. 8:30am-5pm): | \$50 per hour | \$75 per hour     |
| Evening (After PM) and Weekend Rates:        | \$75 per hour | \$100 per hour    |

**ATTENDANT FEE**

**Attendants are required at all events that take place during non-business hours and must be paid in cash the day of the event.**

(Fee is rounded up to full hour)

|                          |           |
|--------------------------|-----------|
| Monday-Friday (5PM-10PM) | \$25/hour |
| Saturday and Sunday      | \$25/hour |
| After 10pm               | \$30/hour |

**Services Available for Use at No Extra Charge**

Standard Cleaning Services 126 Chairs classroom style

Use of Refrigerator/Freezer

35lb. Ice Machine

Registration counter and One Lectern per section

**ALL CHARGES ARE SUBJECT TO SALES TAX - SOUTH OFFICE (SARASOTA) 7%**

A deposit of \$200 is required at the time that you elect to reserve your room rental.