



Meeting Space Guide

970.766.1028

vbr.net





The Vail Board of Realtors® offers two facility spaces for groups of 12 to 40 people.

With upgraded projection systems in each room, we have everything you need to host meetings, training sessions and professional gatherings.

How to Schedule a Reservation

Contact VBR's Membership and Office Manager

- Phone: 970.766.1028

Fees

VBR MEMBER

- Meetings: Half day use of boardroom or multi-purpose room - 2 complimentary usages per year.
- Half day or full day use for company meetings/gatherings - discounted rate of \$200 for multi-purpose room and \$50 for boardroom.

NON MEMBER

- Multi-Purpose Room - Full Day Rental (4-8 hours): \$350 | Half Day Rental (1-3 hours): \$250
- Boardroom - Full/Half Day Rental: \$100

NONPROFIT

- Members half day use: Boardroom or multi-purpose room - complimentary for nonprofit members.
- Members full day use: discounted rate of \$50 for multi-purpose room and \$25 for boardroom.
- Non Member Nonprofit: \$75 for all day use and \$25 for boardroom.

Set-Up & Clean-Up

- Multi-purpose Room may be arranged to your liking. Return the room to its original configuration before leaving
- Remove or dispose of food and beverages. Do not leave any food with the Vail Board of Realtors. Recycling and dumpsters are located in the parking structure of the Riverwalk.
- Ensure all belongings are removed. The Vail Board of Realtors® is not responsible for damage or loss.



Audio/Visual

MULTI-PURPOSE ROOM

- (2) Samsung 98" Series 4K Business Pro
- Logitech Rally Plus Video Conference Solution - camera & mic
- Presenters must supply their own computer
- Vail Board of Realtors has HDMI cords and adaptor for Mac and PC presentations

BOARDROOM

- Telephone conferencing capabilities
- 189.3 cm/74.5 in Sony Ultra HD TV monitor
- Logitech Rally Plus Video Conference Solution - camera & mic
- Presenters must supply their own computer
- Vail Board of Realtors has HDMI cords and adaptor for Mac and PC presentations

INTERNET ACCESS

- Wireless internet (WiFi) is available.

Hours of Operation

Monday-Friday 8:30 AM- 5:00 PM

Meeting hours are limited to 9:00 a.m. to 4:30 p.m. Reserve in advance and check with staff regarding holidays and office closures.

Location & Parking

275 Main Street, Suite G004, Edwards, Colorado

The Rooms are located in the Vail Board of REALTORS® office conveniently located in Riverwalk in Edwards.

The best entrance for Riverwalk is the easternmost entrance off of Highway 6. Make a right and continue past Etown restaurant. Vail Board of REALTORS® is located near the Eagle River on the corner of the building - bottom floor.

Parking is free on-site but may be limited due to Riverwalk events or homeowner parking.

Room Options

The Vail Board of Realtors® offers a state of the art, multi-media facility for meetings and classes. Rooms are available Monday through Friday from 9:00am until 4:30pm. A contract and credit card are required to guarantee a requested date.

MULTI-PURPOSE ROOM

Our Multi-Purpose Room can accommodate up to 38 guests in a classroom setting.

Room includes

- Two Samsung 98" Series 4K Business Pro TVs
- Logitech Rally Plus Video Conference Solution with a camera & mic
- 20 rolling tables and 40 rolling chairs
- White board and flip chart easel.



BOARDROOM

The Boardroom can accommodate up to 12 people. It has a full wall of windows overlooking the Eagle River.

Room includes

- Sony Ultra HR 189.3 cm diagonal TV
- Logitech Rally Plus Video Conference Solution with a camera & mic
- Conference phone/speaker
- Conference table and 12 padded adjustable chairs.





During Your Meeting

- The renter is in charge of providing materials needed for your class/event and communicating with presenters and attendees. Printing services available for 15 Cents per page. Notice is needed 3 days prior to the class/event. **The VBR does not take registrations for outside classes/events.**
- **No pets except certified service dogs.** VBR reserves the right to refuse entry for non-certified pets or to charge pet fees.
- Masks MAY be required when moving about the VBR office space (depending on any public health mandates).
- The Office/Person is responsible for providing their attendees with event/class information, not the VBR staff.
- Coffee service (Regular and Decaf coffee served via Airpots) is available for \$35 and Bottled water and Sodas are provided for \$2 per person. We also have K Cups that are available to use for \$2 per person. Beverage service must be requested 2 days prior to class.
- Please instruct all attendees that cell phones are not to be used in the VBR lobby. We ask that attendees take interpersonal conversations away from the lobby.
- VBR Staff is unable to provide concierge services outside of member services already provided.
- Rudeness to any staff member from any host, instructor, or attendee will not be tolerated.
- The VBR does not have a front desk/concierge staff member. Please inform all attendees that you, and not the VBR, are the class host. We suggest having a greeter in the lobby in the event that the VBR staff is assisting other clients.
- The rooms are only available Monday-Friday from 9:00 AM until 4:30 PM. All classes and events must disperse by 4:45 PM.

Vail Board of Realtors®

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w: vbr.net

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Edwards, Colorado 81632