



Room Rental Request Form

St. Louis REALTORS®

12777 Olive Blvd. • St. Louis, MO 63141
Phone: 314.576.0033 • Fax: 314.576.7143

Host Your Next Meeting at a Convenient, Off-Site Location!

Are you looking for a location for your next business meeting, seminar, conference, or executive retreat? St. Louis REALTORS®, conveniently located near Olive and 270, offers affordable meeting room packages available for groups of up to 250 people. All rooms have state-of-the-art audiovisual capabilities including projectors, screens, microphones, and wireless Internet. Beverage service is also available.

For a personalized room rate, please indicate your needs by filling out the form below. From there, please fax or email this form to Karen Dunn at kdunn@stlrealtors.com or 314.576.7143.

Are you a St. Louis REALTORS® or Affiliate Member? St. Louis REALTORS® and Affiliate members are eligible for a discounted rate!

Yes No

Contact Information

Name: _____ Company Name: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Company Phone: _____

Date & Time of Scheduled Event: _____

Amount of Rooms Needed

St. Louis REALTORS® has a total of three classrooms with the ability to combine to one. Each classroom can hold a maximum of 85 people. Please determine the amount of classrooms you need based on expected attendance. For example, if you are expecting 125 people at your event, you will need two classrooms for your guests to sit comfortably. Please check the "2 classrooms" box below.

1 Classroom (up to 85 guests) 2 Classrooms (up to 165 guests) 3 Classrooms (up to 250 guests)

How Long is Your Scheduled Event?

_____ Check-In/Set-Up Time _____ Start Time _____ End Time

What is the Purpose of Your Event/Meeting?

Beverage Service

Coffee (unlimited cups) Soft Drinks | Please indicate how many cases here (2 case minimum): _____

If the rental is for training, does the class have CE (MREC) accreditation?

Yes No

Will You Be Marketing the Event? If yes, list how below:

Will this event/meeting be marketed to St. Louis REALTORS® members?

Yes No

For further information or questions, please contact Karen Dunn at 314.590.2312 or kdunn@stlrealtors.com.
Please fax this Room Rental Request Form to 314.576.7143 or email to kdunn@stlrealtors.com.