

## Need space for your Meeting, Class or Event?

Arkansas REALTORS® Association has three classrooms and an Executive Boardroom available for your event needs! Each classroom has a HD projector and projection wall that doubles as a whiteboard. Our rooms have a high quality sound system with speakers throughout. Podium or lavalier mics are equipped to make sure your message is heard by your audience. Our facility has 104 chairs & 52 tables to accommodate just about any size group. There is a prep bar for serving refreshments and/or having your event catered. Commercial coffee maker, refrigerator, beverage service ice chest and a full-size food warming cabinet is also available for use.



### Traveling I-430 Southbound:

Take Shackleford Exit 5  
Turn Right onto Shackleford Road  
Go to first traffic light (Arkansas Heart Hospital)  
Turn Left onto Executive Center Drive (Westlake Office Complex)

### Traveling I-430 Northbound:

Take Shackleford Exit 5  
Turn Left onto Shackleford Road  
Go to the second traffic light (Arkansas Heart Hospital)  
Turn Left onto Executive Center Drive (Westlake Office Complex)

### Traveling I-630 Westbound:

Take Exit for I-430 South  
Take Shackleford Exit 5  
Turn Right onto Shackleford Road  
Go to first traffic light (Arkansas Heart Hospital)  
Turn Left onto Executive Center Drive (Westlake Office Complex)

Go to 4-way stop and continue straight on Executive Center Drive.  
Take the first drive to the right across from Windstream.  
The building sits back off the road.



**Arkansas Realtors® Association**  
11224 Executive Center Drive  
Little Rock, AR 72211  
Phone: 501-225-2020  
Fax: 501-225-7131

Arkansas REALTORS® Association

## Room Rental Brochure



11224 Executive Center Drive  
Little Rock, AR 72211

# Room Rates

## For REALTORS®:

(Daily Rates)

- 1 Classroom \$100.00
- 2 Classrooms \$200.00
- 3 Classrooms \$300.00
- Board Room \$50.00

## For Non-Industry Organizations:

(Daily Rates)

- 1 Classroom \$125.00
- 2 Classrooms \$250.00
- 3 Classrooms \$375.00
- Board Room \$75.00

## Optional Beverage Fees:

Coffee Only-\$1.00/pp

(includes cups, sweetener & creamer)

Coffee, Water, & Sodas-\$2.50/pp

There are water fountains but no vending machines (drink or snack) at the ARA facility.

Please provide your attendees with directions to the ARA building prior to the event.

## Room Rental Request Form

Contact Name:

Contact Email:

Contact Cell Phone:

Office or Business Name:

Date(s) Requested:

Event Start/End Times: (ARA hours are 8:30a-4:30p)

Set Up Time day of event: (ARA hours are 8:30a-4:30p)

Estimated Attendance: (note max. seating)

ARA strongly recommends that you bring your Presentation loaded on a **Thumb Drive** in case of compatibility issues with our system. If you wish to come by the day before your event to test your laptop with the equipment please set up a time with ARA to do so.

REALTOR® Event: ☐ Yes ☐ No

## Rooms Needed:

- ☐ One Classroom (40 max.)
- ☐ Two Classrooms (70 max.)
- ☐ Three Classrooms (104 max.)
- ☐ Board Room (14 max.)

## Food/Beverage Information:

- ☐ Catered Meals (sponsor provided)
- ☐ Refreshments Only (sponsor provided)
- ☐ ARA to provide coffee only (\$1/pp)
- ☐ ARA to provide drinks (\$2.50/pp)

## Equipment Needed:

(check all that apply)

- ☐ Projector ☐ Lavalier
- ☐ Podium Mic
- ☐ Dry-Eraser Markers

(Projection wall doubles as dry-erase board)

## Notes to ARA Regarding Room Set Up:

(i.e.: Arrange tables in a U-shape, 3 classrooms needed but leave dividers up, table for registration needed, would like to set up the day before event and test equipment, would like to drop off drinks the day before event, would like to use the ARA coffee dispenser, drink cooler, etc.)



## Please Note:

Hours of Operation are 8:30am to 4:30pm Monday-Friday.

No alcohol will be allowed without permission of the Executive Committee.

All sponsors shall be responsible for any damage to facility.

No events after 5pm weekdays or anytime on Saturday or Sunday unless approved by the Executive Committee.

Please fax your completed form to 501 225 7131 or email it to [questions@arkansasrealtors.com](mailto:questions@arkansasrealtors.com)