



WASHINGTON AREA
CHAMBER OF COMMERCE

BOARD ROOM RENTAL AGREEMENT

Renter Information

Business Name: _____

Contact Person: _____

Cell Phone: _____

E-mail: _____

**** If you would like the rolling chairs and podium removed, we must know in advance.**

Date & Time Requested:

_____	_____
_____	_____
_____	_____
_____	_____

I (renter) have read and agree to abide by the Rules & Regulations published at washmochamber.org/boardroom.

Signature: _____

Fee Details (Must be submitted with application. Please provide security deposit in separate check.)

Member: \$100 security deposit, \$100/day rental fee (first 4 rentals/year are free)

Non-Member: \$100 security deposit, \$200/day rental fee.

24 rolling chairs
12 rolling tables
1 stationary table

In closet:

28 chairs
2 big folding tables

Washington Area Chamber of Commerce

Board Room Rental Rules & Regulations

1. Room Use Fees

The board room will be available at NO CHARGE to members of the Washington Area Chamber of Commerce for four (4) times per year. Beginning with the 5th rental, a \$100 fee per day will be charged. Non-member rental is \$200/day. All applicable fees must be paid in full one day prior to the event Rental Date. Recurring rental can be no more than 2 times a month and cannot be booked more than 2 months in advance.

2. Damage to Premises/Security Deposit

Upon execution of this agreement, Renter shall pay a separate security deposit in the amount of \$100. This fee will be forfeited if the Renter cancels less than 14 days prior to the Rental Date. All or a portion of the security deposit may also be forfeited if the furniture configuration of the room needs to be set-up or re-set, or if cleaning or repair of the board room is needed after the event. Security deposit will be refunded within 30 days of the event, if applicable. Renter shall not injure, damage, mar, nor in any manner deface the board room or attached premises. Nor shall Renter place any tape, tacks, nails, hooks, or screws on any wall, floor, ceiling or trim. If the board room or attached premises is damaged by the act, default or negligence of the Renter or Renter's agent, employee, patrons or guests, Renter will pay the Washington Area Chamber of Commerce all sums necessary to restore the board room and attached premises to its present condition. The Renter hereby assumes full responsibility for the character, acts and conduct of all persons admitted to the board room and connecting premises during the term of rental agreement.

3. Food and Beverage

Renter shall supply all food and drink for their event. All supplies needed by the Renter, including coffee pot, must be brought in for use. Anything left from food and drinks, as well as, trash in all trash cans, must be disposed of in the dumpster behind the building.

4. Destruction of Premises

In case the board room or attached premises shall be destroyed or damaged by fire or by any other cause, including acts of God, or if any other casualty or unforeseen occurrence shall render the fulfillment of this Agreement by the Washington Area Chamber of Commerce impossible, the Washington Area Chamber of Commerce shall not in any case be held liable or responsible to the Renter for any damages caused thereby.

5. Responsibility of Property

The Washington Area Chamber of Commerce assumes no responsibility for any property, supplies or equipment placed in the board room or attached premises by Renter, and the Washington Area Chamber of Commerce is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons, property, equipment or supplies that may be sustained during or by reason of the occupancy of the Premises. The board room shall defend, indemnify and hold harmless, the Washington Area Chamber of Commerce, its directors, officers and employees from and against any claim, loss, expense or damage to any person or property in the board room or attached premises. Indemnification described herein shall pertain to all common area around the board room, including but not limited to the parking lot, driveways, kitchen, hall areas and restrooms.

6. Tobacco

The use of any tobacco products is prohibited in the Washington Area Chamber of Commerce building, including the board room and attached premises. Smoking containers will be found outside of the building.

7. Weapons

No weapons are permitted in the Washington Area Chamber of Commerce building, including the board room and attached premises.

8. Chamber Rights

The Washington Area Chamber of Commerce reserves the exclusive right to grant rental use of its facility.

9. Attorney's Fees

In the event that the Washington Area Chamber of Commerce should have the resort to litigation, the Renter shall be responsible for all costs of collection, including reasonable attorney's fees.