



Community Room Rental Agreement

Thank you for choosing to have your event in our venue. Reservations are based on availability and first come first serve basis.

Rental Rates:

Non-Members of the Chamber of Commerce - \$22.50 per hour

Members of the Chamber of Commerce - \$12.50 per hour

Rental must be a minimum of 2 hours

- I. If a membership is being used to receive the discount, the gathering must be for the membership holder's business event only. Shared membership benefits will not be accepted for the rental discount. If a membership benefit is being used to receive the discount, the membership holder must be the one to sign the contract and pay the fee, this person will also be responsible for any damages to the venue.
- II. There is a \$100 security deposit due up front for an event. The venue will be inspected after the event concludes to check for damages. If a damage is found to the venue the contract signee will then forfeit the \$100 deposit, and will be responsible to pay any repair amounts that exceed the \$100 deposit. This includes, but is not limited to, damage to the venue, doors left unlocked, cleaning left unattended, room not put back in original configuration, etc. If the venue is found to be back in perfect condition the contract signee may be returned the \$100 security deposit.
- III. The contract signee agrees that they will not use nails, tacks, pins, tape, command strips, or other items that will damage the venue on the walls or ceilings. The contract signee agrees that they will not remove the art that is displayed in the venue from the walls. The contract signee agrees that they will complete the cleaning checklist provided on the contract. Failure to abide by the items listed above will result in a damage/cleaning fee that must be paid in full by the contract signee.
- IV. The contract signee agrees that there will be no alcohol allowed on the premises at any time.

Venue Check List:

1. You may change the configuration of the tables and chairs, but they must be put back in its original configuration before leaving the venue.
2. Sweep the floors of the venue before leaving.
3. Additional chairs are available in the storage room, but they must be neatly returned to the storage room before leaving.
4. Wash all tables before leaving.

5. If the kitchen is used, it must be put back and cleaned before leaving.
6. Take out the trash in the community room and restrooms before leaving. Also, replace the trash bags in the community room and restrooms.
7. Place your key in the appropriate box and make sure that all lights are shut off and the doors are all locked before leaving.

By signing below, I agree to follow all the guidelines listed above. I understand that if I fail to follow any of the guidelines that I will be charged the appropriate fees that correspond with my actions performed in the venue. I have been informed that the building is under 24-hour camera surveillance and was given a copy of the contract for myself. I understand that the Macon County Welcome Center and the Macon County Chamber of Commerce are not responsible for personal items that are lost or damaged.

Signature: _____

Date: _____

Chamber Employee: _____

Thank you for choosing our venue for your event!

If you have any questions or concerns, please call the Chamber at 615-666-5885.

For afterhours emergencies, please call Kyle Garmon at 615-670-0928