



Community Room Rental Agreement

Thank you for choosing to have your event in our venue. Reservations are based upon availability and on a 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. At the time of reservation, a \$100 security deposit is due in order to hold your reservation. Rental fee is due 24-hours prior to the actual event.

The security deposit is fully refundable if the venue is not damaged and all rules are followed. If damage is found, the contract signee will then forfeit the \$100 deposit and will be responsible to pay any repair amounts which exceed the \$100 amount.

Damage is defined as, but is not limited to, damage to walls, windows, furnishings, etc., doors left unlocked, cleaning left unattended, room not returned to original configuration, trash not removed, appliances not cleaned after use, etc. If the venue is found to be returned to original condition as determined by the Welcome Center staff, the contract signee will be returned the \$100 security deposit.

- II. If a membership is being used to receive the discount, the gathering must be for the membership holder's business or personal 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. The member will be responsible for any damages to the venue.
- III. The contract signee agrees that:
 - (a) they will not use nails, tacks, pins, tape, command strips, or other items to attach things to the walls or ceilings,
 - (b) they will not remove any displays on the walls of the venue,
 - (c) they will complete the cleaning checklist below:
 - (1) replace the room back to its original configuration
 - (2) sweep the floors in the community room, restrooms and lobby,

- (3) wipe up all spills from walls or floors
- (4) wipe down all tables, chairs, kitchen counters
- (5) clean the coffee pot and remove filter (if used)
- (6) take out all trash from the kitchen and restrooms and place in the dumpster behind the building
- (7) clean all appliances if used
- (8) make sure all lights are turned out and doors are locked before leaving

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.
- V. The contract signee agrees that there will be no area of the outside of the building used during their event for such things as grilling, bouncy houses, etc.
- VI. You will be given a security code for the side door of the community room. We ask that you and all of your guests use that door during your after-hours event. If you are having a meeting or event during business hours, we ask that you limit your noise and traffic in the lobby area.

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: _____

Phone Number: _____

Date of Rental: _____

Time of Rental: _____

Total Paid Rent: _____ Paid _____

Total Paid Deposit: _____ Paid _____

Key-less Lock Code: _____

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 after-hours emergencies, please text 615-306-7271.

