

**Cleveland/Bradley Chamber of Commerce**  
**Conference Room Rental Policies**  
(09/30/2009)

Welcome to your Cleveland/Bradley Chamber of Commerce! Thank you for selecting our conference facilities as the location for your next meeting or event. To preserve and maintain the Chamber facility, a policy is necessary for the use of the meeting rooms. Primary use of the building is for the *business activities* of members of the Chamber of Commerce. *Appropriate usage by members and/or government is allowed at the sole discretion of the Chamber.* Fees for usage of the room(s) are necessary to cover expenses incurred in maintaining the facility. The primary use of the facility is to promote Chamber functions, both business and economic development activities.

We are pleased to offer the use of the following Chamber meeting rooms for our members:

- ❖ William A. Jones Boardroom—Seats 20 people around the table with 10 additional seats on the perimeter of the room. (*Furniture may not be rearranged.*)
- ❖ Conference Rooms A & B—Individually these rooms will seat 36. Rooms may be combined for total seating of 144. These rooms are equipped with sound and audiovisual equipment.

Any member in good standing or local government entity may be eligible to use the facility on a first-come, first-served basis. To confirm the date, the facility use application, including all fees, must be received 14 business days prior to the function date. Requests with less than 14 days' notice will be handled on a space-available basis. Requests for reservations may be made up to six months in advance. The deposit fee will be returned after the function, minus expenses to cover any damages or excessive cleaning.

**To receive a full refund, all cancellations must be received 48 hours prior to the date of function.**

Facility use hours are Monday-Saturday, 7 a.m.-11 p.m. For a complete list of fees, please refer to the fee schedule. Rooms are not available on holidays. Complete rules are attached. The Chamber's Executive Committee reserves the right to make any changes or modifications to the rules or fee schedule at any time.

**Cleveland/Bradley Chamber of Commerce  
Facility Use Application**

Date Received \_\_\_\_\_

Approved \_\_\_\_\_

Date \_\_\_\_\_

Date of Event \_\_\_\_\_

Name of Business \_\_\_\_\_

Person Responsible for event \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Purpose of Function \_\_\_\_\_

Date Requested \_\_\_\_\_

Time of Function (Begin) \_\_\_\_\_ (End) \_\_\_\_\_

*(Please include time to set-up and clean-up your event.)*

Number of Participants \_\_\_\_\_

Requested Room    Jones Board Room    Conference Room A    Conference Room B  
 Conference Rooms A & B

Setup (Conference Rooms Only)    Classroom    U-Shape    Reception  
 Auditorium    Conference

Audiovisual Request    Microphone    VCR    TV    Screen  
 DVD Player

Is food to be served? \_\_\_\_\_ yes   \_\_\_\_\_ no. If yes, please see attached kitchen/catering requirements.

Do you plan to serve alcohol? \_\_\_\_\_ yes   \_\_\_\_\_ no

***If you are hosting a function where alcohol will be served, you are responsible for paying for security, which we will arrange, at an additional fee of \$20 per hour. Please understand that this is an additional expense, above rental and damage fees. A certificate of insurance showing a minimum of \$500,000 comprehensive general liability coverage per occurrence is also required.***

I fully accept the terms of this agreement, agree to adhere to the Cleveland/Bradley Chamber of Commerce rental policies and rules provided to me prior to signing this agreement, and agree to be financially responsible for any damage to furnishings and/or equipment for the facility. I understand that if I do not give 24 hours' notice of cancellation of the event, I will be charged a \$100 cancellation fee. I understand that the group named above shall be responsible for the loss of property or personal injury sustained by users of the building. The group named above also agrees to hold the Cleveland/Bradley Chamber of Commerce harmless from all damages to the meeting rooms and to the person and property of all users, spectators, supervisors and custodians.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*(This person must be present at the event)*

## Cleveland/Bradley Chamber of Commerce Facility Usage Rules

*Thank you for helping us to maintain a beautiful  
building by following our rules and guidelines.*

1. All caterers must be members of the Cleveland/Bradley Chamber of Commerce. A list will be provided with your signed contract.
2. Immediately after the event, all food, service equipment, decorations, china and other items must be removed. The Chamber is not responsible for any items left in the facility.
3. All garbage must be taken out to the dumpster located in the parking lot immediately following the function. Please note if you are not using a caterer that will clean up after your meals, a member of your group is responsible for seeing that all garbage is taken to the dumpster. A fee of \$100 will be charged to your credit card if garbage is not removed.
4. The kitchen must be cleaned of all food materials, and the floors swept and mopped. No food may be left in the refrigerator.
5. To protect the carpet from stains, no brightly colored punch is allowed to be served in the building.
6. **NO SMOKING is allowed in any part of the building or in front of our entrance.** There are designated smoking areas in the Village Green.
7. No materials are to be placed on the walls or hung from the ceiling.
8. Please do not tamper with the thermostat. Please direct any concerns about the room temperature to the staff member on duty for your event.
9. Please do not attempt to move or otherwise engage the folding wall. Please notify a staff member if any changes need to be made. Damage costs to the wall or ceiling mounted projector may be assessed if the wall is damaged due to movement.

**Cleveland/Bradley Chamber of Commerce  
Facility Fee Schedule**

<u>Room</u>	<u>Fee</u>
William A. Jones Board Room	\$25/hour
Conference Room A or B	\$50/hour—\$225 for full day use, 8 a.m.–5 p.m.
Conference Rooms A & B	\$75/hour—\$350 for full day use, 8 a.m.–5 p.m.

Tablecloths are available for the 6' tables at a charge of \$ 7.50 per tablecloth.

**For reservations outside of normal Chamber office hours (Monday-Friday, 8:30 a.m.–5 p.m.), an additional charge of \$25 per hour will be charged.**

**Damage deposit** **\$250**

Coffee/water/soda will be provided upon request for users of the Jones Boardroom at a cost of \$1 per person/per hour. Users of conference spaces must arrange for catering for refreshments.

**Cleveland/Bradley Chamber of Commerce  
Credit Authorization Form**

This form authorizes the Cleveland/Bradley Chamber of Commerce to charge my account for the fees associated with room rentals at the Chamber facility.

The following charges will be charged to this account on or before \_\_\_\_\_.  
Charges:

Room Rental	\$ _____ ( _____ hrs. x \$ ____/hr.)
Damage Deposit	\$ <u>250</u> <small>(will be credited to account within 24 hours of event if no damages incurred)</small>
After-hours fee	\$ _____ ( _____ hrs. x \$25/hr.)
Boardroom Refreshments	\$ _____ ( _____ x \$1 per person per hour)
Security	\$ _____ ( _____ hrs. x \$20/hr.)
Tablecloth Rental	\$ _____ ( _____ x \$ 7.50)
Garbage Removal	\$ <u>100</u>
Total	\$ _____

If less than 48 hours notice is given for a cancellation, this credit card will be charged a \$100 cancellation fee.

Any refunds will be in the form of credit back to this account.

Visa       MasterCard       American Express       Discover

\_\_\_\_\_  
Name on Credit Card

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
CV Code

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
ST

\_\_\_\_\_  
Zip

A copy of these charges will be faxed to \_\_\_\_\_