

**Cleveland/Bradley Chamber of Commerce**  
**Conference Room Rental Policies**  
(3/10/16)

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 Room—Total maximum seating of 98. This room is equipped with sound and audiovisual equipment.
- ❖ Library—This small meeting room will seat 6-8 people (maximum) comfortably around the table. This room is equipped with a white board and smart television for power point presentations.

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 credit card information, 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.

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

Facility use hours are Monday-Friday, 8:30 a.m.- 5 p.m. For a complete list of fees, please refer to the schedule. Rooms are not available on weekends/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 \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Office Telephone \_\_\_\_\_ 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    Library

Setup (Conference Room Only)    Classroom    U-Shape (Max. Seating 30)  
 Reception    Auditorium

Audiovisual Request    Microphone    Screen    Projector

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 48 hours' notice of cancellation of the event, I will be charged a cancellation fee equal to 50% of the room rental 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 the 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 Town Center.
7. No materials are to be placed on the walls or hung from the ceiling.
8. Please do not attempt to adjust 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.
10. Please notify a staff member if any changes need to be made to the settings on the ceiling mounted projector or sound equipment. Any damages to the equipment will be billed or charged to the damage deposit.
11. Please be respectful that the Chamber office is a place of on-going business and respect the privacy of staff areas and workspace of employees.

## Cleveland/Bradley Chamber of Commerce Facility Fee Schedule

<u>Room</u>	<u>Fee</u>
William A. Jones Board Room	\$25/hour—\$125 for full day use.
Conference Room	\$75/hour—\$350 for full day use.
Library	Less than 4 hrs./free—\$75 full day use.

Tablecloths are available for the 6' tables at a charge of \$ 7.50 per tablecloth. Projector in conference room is rented at \$15/hr. \$50 per day.

**For reservations outside of normal Chamber office hours (Monday-Friday, 8:30 a.m.–5 p.m.), an additional fee of 150% of the hourly rate will be charged. A damage deposit of \$250 is required.**

Coffee/water/soda will be provided upon request only for use of the Jones Boardroom at a cost of \$1 per person/per hour. Users of the Conference Room or library must provide own refreshments.

### 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. A copy will be emailed to registrant.

Charges:

Room Rental		Hrs. x \$ /hr.
Damage Deposit	\$250	
Before/After Hours Fee		Hrs. x \$ /hr. (150% of hourly rate)
Refreshments		People x \$1= x hrs.
Projector Rental		\$15/hr; \$50 per day/conference room only
Security		Hrs. x \$20/hr.
Tablecloth Rental		X \$7.50
Garbage Removal	\$100	
<b>Total</b>		

\_\_\_\_\_  
Name on Credit Card (Please print)

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

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

\_\_\_\_\_  
CVV Code

\_\_\_\_\_  
Billing Address for CC

\_\_\_\_\_  
City, State, Zip

Signed \_\_\_\_\_