

Room Rental Agreement

The Albertville Chamber of Commerce will rent the large conference room for the amount listed:

<i>Members Rate - 1/2 Day</i>	<i>\$30</i>	<i>*Non-Member Rate 1/2 Day</i>	<i>\$100</i>
<i>Members Rate - Full Day/Weekend</i>	<i>\$50</i>	<i>*Non-Member Rate Full Day/Weekend</i>	<i>\$150</i>

*\$100 Damage deposit required for non-members – will be returned after inspection of room
* A Non-Member must be sponsored by a Chamber Board Member**

Form must be completed to confirm reservations and payment due by reserved date.

Date To Be Rented _____ Time: From _____ To _____

Member Name _____

Contact Person _____

Address _____

City, St., Zip _____

Phone _____

Fax _____

E-mail _____

Room Rental Regulations

1. Please put all metal folding chairs back in closet when finished.
2. Please empty trash and replace trash bags. (Bags are in closet in kitchen, put trash in dumpster in back of building.)
3. Make sure coffee pot is turned off.
4. Make sure Lights and exhaust fans in bathrooms are turned off.
5. Please leave Conference Room & Kitchen Clean
6. Leave key on table
7. Limit 1 room rental per month unless otherwise approved by the Chamber Board of Directors

If rules are not followed a \$25.00 cleanup fee will be added to room rental fees.

I have read and understand all rules and regulations set forth by the Albertville Chamber of Commerce Board of Directors. I understand that the Albertville Chamber of Commerce, and the City of Albertville shall not be liable for any injury or damage to person or property occurring within the property. I further agree to indemnify the Albertville Chamber of Commerce and the City of Albertville against and to hold them harmless from any and all claims or demands for loss of or damage to property or for injury or death to any person from any cause whatsoever while in, upon or about the property of the Albertville Chamber of Commerce

Signature

Date

In Office use only

Paid Continuing Sponsor

Check #: _____ Amount \$ _____ Date _____

Staff Signature _____