

Facility Request Form and Usage Agreement

To request use of the space, complete the following and submit to Cereto Bean, Operations Manager, in person at the Chamber offices, via e-mail at cereto@fayettechamber.org or fax to (770) 461-9622. To check availability of the space, call (770) 461-9983.

Organization: _____ Fayette Chamber Member(Y/N): _____

Address: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Please note: The Chamber Meeting Place (TCMP) is available for business meetings and business events. It is not available for parties. All rental approvals are at the discretion of the Chamber staff and may be denied if deemed inappropriate or if there is a conflict with a Chamber event/need.

EVENT DETAILS:

Description of Event: _____

Date(s) of Event: _____ Time Period (including setup and cleanup): _____

Number of people expected: _____ (up to 100 people @ tables & up to 125 auditorium style)

Will you use caterer for this event? (\$100 fee if **NOT** using a Chamber member) Yes: _____ No: _____

If yes, name of caterer: _____ Chamber member? Yes: _____ No: _____

Do you want to purchase Room Re-Set by chamber staff (\$100 fee) Yes: _____ No: _____

Important to note, if room is not reset and cleaned an additional \$100 fee may be applied

Will you need assistance using the Chamber Audio/Visual Package? (no charge) Yes: _____ No: _____

(Includes: Microphones, Laptop w/DVD capability, LCD Projector, Blue Ray player)

RENTAL FEES:

During regular Chamber Hours (8:00 am – 5:00 pm) <u>Includes Set Up and Clean Up</u>	Chamber Members	Non-Members
0 – 4 hours	\$150	\$300
Over 4 hours	\$300	\$500
Nights and Weekends		
0 – 4 hours	\$250	\$500
Over 4 hours – 8 hours	\$500	\$750
Over 8 hours	\$600	\$1,000

Please initial each one to indicate that you have read and agree to each of the following:

- **Payment Terms:** Rental fees must be paid in full when the space is reserved for Organization.
- **Damage Deposit:** \$250 deposit in the form of a check or complete credit card information is required at the time of rental (to be destroyed or returned within five (5) business days provided the facility is left undamaged, any access cards are returned, and the Organization has followed the Checkout Procedures as required).
- **Approved Usage (initial here AND check each one):**
 - The Chamber Meeting Place cannot be used for any campaign or political event.
 - The Chamber Meeting Place cannot be used for any gambling activity.
 - The Chamber Meeting Place cannot be used for any illegal activity.
 - The Chamber Meeting Place cannot be used for “parties” (determined at discretion of the Chamber Staff).
 - The Chamber Meeting Place is a place of business. Loud music/noise or other activities that disrupt business operations are not allowed. Non-compliance could result in inability to rent the facility in the future.
- **Not Allowed (initial here AND check each one):**
 - No smoking is allowed inside the Chamber Meeting Place.
 - No alcoholic beverages are allowed inside or outside of the Chamber Meeting Place.
 - No materials may be affixed or stuck to any walls in the facility for any reason.
 - Balloons are NOT ALLOWED in the large meeting room at any time. Loose balloons on the ceiling will result in forfeiture of damage deposit.
 - No items that may cause damage to the facility. If in doubt, ask a chamber staff prior to use.
 - Breaking these conditions will result in forfeiture of complete damage deposit.
- **Food and Beverages (initial here AND check each one):**
 - The Chamber does not provide any food or beverages for the event.
 - There is a coffee maker available for use but the renter must provide the coffee and filters.
 - The Organization must provide its own consumable paper/plastic products, condiments, and serving equipment.
- **Catering:** If the event requires a caterer, **there is an additional \$100 fee if NOT using a current Chamber member.** For a current list, check the *Restaurants, Food & Beverages* category under the *Member Directory* on the Chamber’s website. www.fayettechamber.org
- **Cancellation or Rescheduling of Event:** If it is necessary to cancel or reschedule the event, please provide the Chamber with a 24-hour notice. Otherwise, there may be a forfeiture of \$100 of the rental fee.
- **Facility Cleanup (initial here AND check each one):**
 - The Organization must remove all items that it brought in to the facility.
 - If food or beverages other than water are served, tables must be wiped down.
 - If glitter, confetti or other messy items are used, use the vacuum cleaner located in the kitchen area to clean the floors. **Failure to do so may result in \$100 cleaning charge.**
 - All trash must be collected in the large rolling trash cans located in the large room, taken out of the facility and placed in the dumpster outside (to the left of the parking lot as you exit the building).
 - When removing the trash, **LEAVE THE BAGS IN THE CAN FOR ROLLING TO THE DUMPSTER. Failure to do so may result in carpet stains and WILL RESULT IN FORFEITURE OF THE DAMAGE DEPOSIT.**
 - **If the Room Re-Set has not been purchased, all tables and chairs must be re-set to their original format before leaving The Chamber Meeting Place. If not, \$100 of the Damage Deposit will be retained.**
 - The Facility Checkout Sheet must be completed, signed and returned along with any access cards that may have been issued before Damage Deposit is waived.
- **Proof of Insurance (initial here AND check each one):**
 - For all events scheduled after regular chamber business hours or on weekends, the Organization must provide, at least 24 hours in advance of event, proof of coverage of liability/damage insurance with documentation/rider showing the Fayette Chamber of Commerce, Inc. as an additional insured for the event.
 - If the Organization has no insurance and cannot provide any, please note that by signing this agreement below the Organization is accepting responsibility for any damages to the facility caused or created by any and all participants attending the Organization’s event, whether intentional, accidental or through negligence. The Organization indemnifies and holds the Fayette Chamber of Commerce, Inc. and its employees, board members, volunteers and members harmless from any and all injuries, claims, damages, suits and costs from whatever cause arising from use of the facility.



Organization Acceptance:

Note: Upon signing of this agreement by both parties, an invoice will be created and emailed to the person listed on this document. Payment is due within five (5) business days or prior to the event, whichever comes first. The Fayette Chamber of Commerce accepts cash, check, and credit card payments.

Read and sign below:

By signing below, I am stating that I have read and agree to the terms and guidelines set forth in this document by the Fayette County Chamber of Commerce, Inc. for the use of The Chamber Meeting Place, located at 600 West Lanier Avenue, Suite 205, Fayetteville, GA 30214 as stated above. I understand and acknowledge that, as the renter of the facility, I am responsible for ensuring that anyone, including employees, guests, or any other individual who will attend or view the contemplated activities at the Fayette Chamber Meeting Place will comply with the aforementioned requirements. I further state that I am authorized to bind the Organization listed on this document to the Terms and Conditions of this agreement, including accepting responsibility for any damages to the facility caused or created by any and all participants attending the event, whether intentional, accidental or through negligence. The listed Organization hereby indemnifies and holds the Fayette Chamber of Commerce, Inc. and its employees, board members, volunteers and member organizations harmless from any and all injuries, claims, damages, suits and costs from whatever cause arising from use of the facility.

Signature: _____ Name (Printed): _____

Date: _____ Title/Relationship to Organization: _____

Chamber Acceptance:

Chamber Rental Agreement Accepted (date): _____

By (Chamber Representative): _____

Printed Name: Cereto Bean Position: Operations Manager

Event Day Reminders

- No smoking or alcoholic beverages are allowed in the facility at any time, for any reason.
- When food or beverages have been specified in the Facility Request & Usage Agreement, the Organization will provide those items plus all consumable paper/plastic products, condiments and serving equipment.
- No balloons are allowed in the large Meeting Room. Balloons are allowed in the Café area as long as they are not brought into the adjacent Meeting Room.
- No materials may be affixed, taped or stuck to any walls in the facility for any reason.
- No loud music or other activity that disrupts business operations.
- If using glitter, confetti or other similar items, prepare to vacuum the floors and clean thoroughly afterwards or risk \$100 cleaning charge.
- If you use the kitchen refrigerator, please be sure that door is closed completely after use or its temperature alarm will sound.
- In case of medical or other emergency, call 911. See facility address below.
- A defibrillator is located in the hallway to the restrooms, adjacent to the large Meeting Room. A first aid kit is also located there.
- If the smoke alarm goes off due to burned food, step outside and call the contact listed below or on the next page. They will provide an alarm code which you will need to enter into the white alarm panel located in the café in front of the TV. Don't panic, it will be LOUD.

Physical Location of building:

The Chamber Meeting Space is located in the Waterfall Business Center at the corner of Grady Avenue and State Road 54, near Truett's Luau.

Address:

Fayette Chamber of Commerce
600 West Lanier Avenue, Suite 205
Fayetteville, Ga 30214

Chamber Emergency Contact:

Chamber Contact: Cereto Bean Phone: 770-461-9983

After regular business hours: (cell) 808-781-9867