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**Reservation Request**

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

|  |  |  |
| --- | --- | --- |
| **8:00 am – 5:00 pm** **Monday - Friday**  | **Regular** **Price\***  | **Chamber Members** **25% off discounted price\***  |
| ½ Day (up to five hours)  | $250  | $187.50  |
| Full Day (up to nine hours)  | $450  | $337.50 |
| **Nights and Weekends**  |   |   |
| ½ Day (up to 5 hours)  | $450 | $337.50 |
| Full Day (up to nine hours)  | $650  | $487.50  |
| Weekend Rental (Friday p.m. – Sunday p.m.)  | $1,200  | $900  |

\*A ***CLEANING FEE of $50*** is added to all rentals regardless of rental length or member status.

**Renter Information**:

*Please include the contact info for the rental organizer (not necessarily the primary for the business membership).*

Organization: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_ Fayette Chamber Member(Y/N): \_\_\_\_\_ \_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Primary Point of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ 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 92 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: \_\_\_\_\_\_

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

*(Includes: Microphones, LCD Projector, Assistance setting up Laptop (it is highly recommended that renter brings their own). If using an Apple/Mac, please check with staff prior to event to assist with connection to projector.)*

**Important Information**:

*Please initial each item 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.

 **Approved Usage (initial here AND check each one):**

* The Chamber Meeting Place cannot be used for any campaign or political event, unless special approval is granted by Chamber Staff.
* 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 Permitted (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 $50 damage fee.
* 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 inability to rent the facility in the future.

 **Food and Beverages (initial here AND check each one):**

* The Chamber does not provide any food or beverages (except sponsored coffee) for the event.
* Room renters are welcome to Café coffee – sponsored by Blue Donkey – and C If decaf is needed, we recommend that you bring K-cups to use in the Keurig. Renters are responsible for bringing liquid creamer.
* The Organization must provide its own consumable paper/plastic products, condiments, and serving equipment.

 **Food Service or Catering:** If serving food at TCMP, you are requested to use a Fayette Chamber member for pickup, delivery, or on-site catering. For a current list, check the *Restaurants, Food & Beverages* category under the *Member Directory* on [www.fayettechamber.org](http://www.fayettechamber.org). **Please note, there is an additional $100 fee if NOT using a current Chamber member**.

 **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 $25 processing fee.

 **Facility Cleanup (initial here AND check each one):**

* The Organization must remove all items that it brought in to the facility.
* All trash must be collected in the large rolling trash cans located in the large room. Chamber staff will remove trash from the building.
* **All tables and chairs must be re-set to their original format before leaving The Chamber Meeting Place.**
* The Facility Checkout Sheet must be completed, signed and returned along with any access cards that may have been issued prior to leaving the Chamber Meeting Place.
* When leaving building after regular hours or on weekends, the right door must be hard-locked using the two levers inside the door frame.

 **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. This may be submitted on an annual basis.
	+ 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.

**Next Steps:**

*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.*

***Organization Acceptance:***

*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: \_\_\_\_Director of Operations\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_

**Payment:**

 ☐ Please invoice me for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ☐ Check enclosed (please make check out to Fayette Chamber of Commerce) – Check #: \_\_\_ \_

 ☐ Please charge my credit card

Name on Card: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

Credit Card Number: Security Code: Expiration: \_\_\_\_\_\_\_\_\_\_\_\_

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

Signature: \_\_\_\_\_\_\_ Date:

**Confirmation** (for Chamber use only)**:**

This event has been approved by the Chamber of Commerce.

Name: Cereto Bean \_\_\_\_Signature: \_\_\_\_Date: \_\_\_\_\_\_

**Event Day:**

**Address:**

Fayette Chamber of Commerce

600 West Lanier Avenue, Suite 205

Fayetteville, Ga 30214

**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, opposite end of parking lot from Truett’s Luau. PARKING: Please refrain from parking in front of the Chamber Office when hosting events during regular

**Chamber Emergency Contact:**

Chamber Contact: Cereto Bean Office Phone: 770-461-9983 Cell Phone: 808-781-9867

**Reminders:**

* In case of medical or another emergency, **call 911**. See facility address listed above.
* A defibrillator is located in the hallway to the restrooms, adjacent to the large Meeting Room. A first aid kit is also located there.
* No smoking or alcoholic beverages are allowed in the facility at any time, for any reason.
* Use of the Chamber commercial coffee maker, coffee, and coffee supplies are included. However, any liquid creamer must be supplied by renter.
* The renter must provide any food as well as all consumable paper/plastic products, condiments and serving equipment.
* If you use the kitchen refrigerator, please be sure that door is closed completely after use or its temperature alarm will sound.
* 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.
* All trash should be placed in the appropriate receptacles. Staff will manage taking it out to the bins.
* No helium balloons are allowed in the large Meeting Room as these can become caught in the rafters and are difficult to remove. 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 glitter, confetti or other similar items is allowed as these are difficult to clean out of carpet.
* No loud music or other activity that disrupts Chamber business operations.

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