



FACILITY RENTAL AGREEMENT

The Albertville Chamber of Commerce will rent the large conference room & board room for the following rental rates:

Large Conference Room:

Mbr Rate ½ day \$75

Mbr Rate Full Day & Wkend \$100

Non-Mbr Rate ½ Day \$100

Non-Mbr Rate Full Day & Wkend \$175

Board Room:

Mbr Rate ½ Day \$45

Full Day \$75 (No Weekend Rental)

Non-Mbr Rate ½ Day \$70

Non-Mbr Rate Full Day \$125 (No wkend rental)

\$100 Damage Deposit May Be Required Upon Request for Non-Members. Deposit will be returned after inspection of rental space.

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

Date to be rented: _____ Time: From _____ To: _____ (weekday only)

Business Name: _____ Contact Name _____

Address: _____

City, State, Zip: _____ Phone # _____

Email: _____

Type of Event: _____

Room Rental Policy:

- ⚠ Please do not use tape on any of the walls
- ⚠ Please put all metal folding chairs back in close when finished
- ⚠ Please empty trash & replace trash bags (Bags in kitchen closet). Put trash in dumpster out back of bldg.
- ⚠ Make sure coffee pot is turned off (if used)
- ⚠ Make sure all lights & exhaust fans in bathrooms are turned off
- ⚠ Please leave Conference Room & Kitchen Clean
- ⚠ Leave Key On Table (If weekend or after hours rental)

If policy is not followed a Clean Up/Damage Fee will be required for future rentals

I have read and understand all rules and regulations set forth by the Albertville Chamber of Commerce. I understand that the Albertville Chamber of Commerce shall not be liable for any injury or damage to person or personal property occurring within the property. I further agree to indemnify the Albertville Chamber of Commerce against and to hold them harmless from all claims or demands for loss of or damage of proper 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: _____