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**Event Day Reminders**

**Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rental Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* If planning to move tables, take a picture first so that you can re-set the room prior to leaving. NOTE: **Room Re-Set** can be pre-purchased for an additional **$100** if you prefer not to do it yourself.
* ICE is located in the machine in kitchen.
* Ground coffee and sweetener packets are located in the drawer below the coffee machine. Renter must supply any liquid creamers or k-cups if preferred.
* No smoking or alcoholic beverages are allowed in the facility at any time.
* No helium balloons are allowed in the large meeting room. Loose balloons get stuck in the ceiling. ☹
* No loud music or other activity that disrupts Chamber business operations.
* Please, no glitter or confetti.
* You may adjust the thermostats but be sure to hit RUN PROGRAM before you leave.
* In case of medical or another emergency, call 911. See facility address below.
* A defibrillator (AED) and First Aid kits are located in the hallway next to the restrooms.
* If smoke alarm goes off due to burnt food, step outside and call the contact listed below. They will provide you with an alarm code which will need to be entered into the white alarm panel located in the café beside the TV.

**Physical location of building:**

The Chamber Meeting Place is located in the Waterfall Business Center at the corner of Grady avenue and State Road 54 West, near Truett’s Luau.

**Address:**

Fayette Chamber of Commerce

600 Lanier Avenue West, Suite 205

Fayetteville, GA 30214

**Chamber Contact:**Cereto Bean **Office Phone:** 770-461-9983 **After-Hours Phone:** 808-781-9867 (text)