



Conroe/Lake Conroe Chamber of Commerce Facility Rental Application/Agreement

I. FACILITY DESCRIPTION:

The Conroe/Lake Conroe Chamber of Commerce is located at 505 W. Davis. Facilities include a board room which is approximately 1,300 square feet of meeting space, tables, and chairs to seat a maximum of 50 people, along with a small conference room with a large table and chairs which seats up to 12 people. The Chamber board and conference rooms are available for use free of charge for Chamber members during normal business hours. All room requests and usage are subject to availability.

II. HOURS OF OPERATION:

The Chamber is available for usage Monday through Friday, 8:30 am – 4:30 pm. After-hours are from 5:00-8:00 pm. These hours include set-up and break down time. The Chamber is closed on the weekends.

III. RESERVATION POLICY:

The Front Desk will handle the reservations for both conference rooms. All conference room requests must be submitted to and approved by the Front Desk. This signed lease agreement and payments must be completed and prepaid before booking and are due within five (5) business days from the date the reservation is made. If available, the kitchen area may be utilized; however, a \$100 deposit will be collected at the time of reservation. All after business hours functions will require the presence of the Front Desk. Reservations will be made on a first come/first serve basis.

IV. PARKING:

Parking is available in the designated Chamber parking lots along Davis, Newton and Simonton Streets.

V. The Lessee agrees to hold the Conroe/Lake Conroe Chamber of Commerce harmless for any liability from its use of the premises.

VI. DEPOSIT REFUND

The deposit will be fully refunded within five (5) business days of the rental date only after the Chamber is satisfied that the use did not:

- 1. Result in any damage to Chamber property.**
- 2. Require additional cleaning services**
- 3. Result in any theft of city property**
- 4. VIOLATE ANY OF THE RESTRICTIONS IN SECTION VIII**

VII. RESTRICTIONS:

The following restrictions will help maintain the conference rooms as a high-quality meeting facility. Violating any of these restrictions may result in the Chamber retaining the entire deposit or assessing additional fees as listed.

- The Lessee agrees to be responsible for any damages caused to the Chamber during the use of its premises.
- Chairs and tables may be re-arranged for meeting purposes; however, they must be returned to original order prior to leaving (see diagram for board room setup).
- Outside food and drinks are permitted in the meeting rooms. The Lessee is responsible for cleaning the meeting rooms (and kitchen, if used during the meeting) and removing all trash prior to leaving.
- No posters, papers or artifacts of any kind may be taped, pinned or adhered to the walls or doors of the meeting rooms.
- The length of time needed for each meeting should include time for setting up the room and cleaning and putting it back in order at the end of the meeting. Late charges will be assessed if the time frame is not adhered to.
- Smoking is not permitted inside the Chamber building.

- ALL tables and chairs shall be set up by the lessee and must be taken down and moved back to their designated storage area at the conclusion of the event.
- The kitchen area must be left clean.
- No furniture, fixtures, decorations or equipment will be damaged or removed from the building.
- No decorations are allowed to be attached to the walls, ceiling or window frames in the board room and conference room.
- ALL trash must be placed inside garbage bags inside trash receptacles located in the kitchen. ALL trash must be taken out of the building after events. Trash containers including recycling bins are provided in the meeting rooms and garbage dumpsters are located behind the Chamber building.

VIII. ALCOHOL

Alcohol is not allowed to be brought in by any group renting the Chamber’s meeting or board rooms unless arrangements are made in advance with the President.

IX. MEMBER RENTAL FEES BUSINESS HOURS (Mon- Fri 8:30 am-4:30 pm)

- Members.....N/C

X. MEMBER RENTAL FEES After Hours (Mon-Fri 5:00-8:00 pm)

- After-Hours Room Rental Base Fee for Members.....\$75
- After Hours Room Rental Hourly Fee for Members.....N/C

Technology included: USB ports/ wireless keyboard/ TV screens/ sound system/ clicker/ laptop w/ projector

XI. NON-MEMBER RENTAL FEES BUSINESS HOURS

- Conference room.....\$20 per hour, minimum 1 hour rental, billed in 30 minute increments after first hour
- Board room.....\$40 per hour, minimum 2 hour rental, billed in 30 minute increments after first hour

XII. NON-MEMBER RENTAL FEES AFTER HOURS

- After-Hours Room Rental Base Fee for Non-Members.....\$100
- After-Hours Room Rental Hourly Fee for Non-Members.....\$25 per hour

Technology included: USB ports/ wireless keyboard/ TV screens/ sound system

Technology available to rent: Laptop w/ projector.....\$25

XIII. FEES (charges are the same for Members and Nonmembers)

- Reconfiguration Fee: \$50 will be assessed if the room is not returned to the original configuration based on the drawing supplied
- Late Fee: \$25 **per 30 minutes** once the original timeframe has expired

XIV. ADDITIONAL SERVICES AVAILABLE (charges are the same for Members and Nonmembers)

- Beverages purchased from Chamber-Coffee, water and sodas- (in advance)\$30
- Beverages purchased from Chamber-Coffee, water and sodas- (day of meeting) \$50

XV. REQUESTED RENTAL DATE: _____
RESERVATION TIME (including prep and clean up): _____
STARTING TIME OF ACTUAL EVENT: _____
ENDING TIME OF ACTUAL EVENT: _____

XVI. LESSEE INFORMATION

Organization Name (Lessee): _____

Contact Name: _____

Address: _____

Telephone: _____

Purpose/Type of Function: _____

Number of People Expected to Attend: _____ Board room or Conference room (circle one)

Please provide some additional details to help us prepare for your event:

Audio/ Visual Equipment Needs (circle one)

Projector/ laptop/ clicker Internet access/ wireless keyboard/TV screens None

Podium required (Board room only): YES NO

Food/ Display Table needed (Board room only): YES NO

Wish to pre-purchase beverages from Chamber? YES NO

Please feel free to provide any additional information. _____

XVII. BOOKING/RENTAL FEE/DEPOSIT

Meeting Room Charges:

Room Deposit _____ Base Rate: _____ Hourly Fee: _____

Technology Fee _____ Beverages _____ Total: _____

XVIII. SIGNATURE

Signature of director or officer agrees to the terms and has authority to accept responsibility for the Lessee:

Signature _____ Printed Name _____

Company Name _____ Date _____

Chamber Office Use: Chamber Member: YES NO Member Level: _____

Approved by: _____ Entered on Calendar _____