



Milledgeville-Baldwin County Chamber of Commerce

Boardroom Rental Policy

This Agreement, between _____ and the Milledgeville-Baldwin County Chamber of Commerce, defines the terms and conditions for rental of the Chamber's boardroom by Chamber members. The following terms and conditions apply to all room rentals:

1. Chamber boardroom rentals are available only to Chamber member businesses. Rental of the boardroom will be on a first come, first served basis.
2. The boardroom is for business related purposes only. No personal events, such as parties, showers, other social events, etc., are to be scheduled for the boardroom.
3. There are to be no sales endorsement meetings held for the public from any renter.
4. Boardroom rentals are permitted only during Chamber business hours, which are Monday through Friday 8:30 a.m. - 5:00 p.m.
 - a. Rentals are not permitted on holidays.
5. Full payment must be received 24 hours in advance of rental date.
 - a. Renters who cancel less than 48 hours in advance will be invoiced a fee that equals 15% of their confirmed rental cost.
6. Non-Profit member organizations will receive a 50% discount.
7. New Members will receive one free use during their first year of membership.
8. Keystone Investors' discounts are as follows:

Sapphire Investor- Six (6) free use per year	Gold Investor- Three (3) free uses per year
Diamond Investor- Five (5) free use per year	Silver Investor- Two (2) free uses per year
Platinum Investor- Four (4) free use per year	Bronze Investor- One (1) free use per year

9. Please consider the staff members who are working and be conscious of your noise level.
10. All individuals and/or businesses must complete a Room Rental Agreement at the time the room is reserved.
11. The boardroom is set up with tables and chairs. Changes may be made to the current set up by the renter, but must be restored to standard set up prior to departure. In addition, all unused literature, other paper, trash, cups, etc. must be properly disposed of in the trash cans provided.



- 12. The Chamber will provide coffee and soft drinks at fees listed on the Rental Agreement. If the renter would like additional food and beverages to be delivered, the Chamber will provide a list of approved caterers who are Chamber members.
- 13. Renters are responsible for any damage to the facility itself and/or contents and fixtures. All damage must be reported to the Chamber staff immediately. Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and/or the contents of such.
- 14. Smoking is not permitted in the building.
- 15. The boardroom shall not be used for any fraudulent purpose.
- 16. It is understood, the Chamber is no way responsible for any person injuries, property damages or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the Chamber and the Board of Directors harmless of any such damages.

Rental Agreement

Contact Person _____ Phone Number _____

Address _____

Email Address _____ Date (s) of Rental _____

Number of People Attending _____ Type of Event _____

Rates

- Full Day \$100
- Half-Day \$50
- Coffee/Soft Drinks \$25
- A/V Equipment & Set-up \$25
- Copier Usage \$0.10 per page (Black & White)

I have read the information regarding use of the Chamber’s boardroom and agree to abide by all rules and regulations. I understand the Chamber reserves the right to deny my reservation for any reason.

 Renter Signature Date Chamber Signature Date