



Conference Room Rental Agreement

Requested Event Date: _____ Time Requested: _____

Company: _____ Coordinator: _____

Lafayette Chamber of Commerce Member? _____yes _____no

Hours of operation: 9am - 5pm Monday - Friday, and Saturday by special arrangement.

Room Rental Rate (for Chamber members)

- ◆ \$50 for two (2) hours (includes set-up and clean up time);
- ◆ A minimum of two hours is required;
- ◆ Each subsequent hour (or portion) is \$20;
- ◆ Maximum daily rate of \$170 is for 8 hours.

Room Rental Rate (for Non-Chamber Members)

- ◆ \$75 for two (2) hours; (includes set-up and clean up time);
- ◆ A minimum of two hours is required;
- ◆ Each subsequent hour (or portion) is \$25;
- ◆ Maximum daily rate is \$225 is for 8 hours.

The room rental includes:

- ◆ 2 six foot tables;
- ◆ 12 padded chairs;
- ◆ White Erase Board;
- ◆ Easel with Paper;
- ◆ Folding Chairs are available for your use.
- ◆ Small Refrigerator, Microwave and Coffee Pot (you supply the coffee and condiments)



RENTAL AGREEMENT

The coordinator named below agrees to the following guidelines:

- ◆ Absolutely no smoking anywhere on the premises;
- ◆ All drinks should contain lids;
- ◆ No tape, nails or adhesives of any kind are to be used on the walls;
- ◆ Snack items and box lunches are acceptable.
- ◆ **ANY STAINS OR DAMAGE THAT OCCURS TO THE CHAMBER PROPERTY DURING THE EVENT IS THE FINANCIAL RESPONSIBILITY OF THE ORGANIZATION OR PERSON(S) RENTING THE CONFERENCE ROOM.**
- ◆ The above named coordinator understands that they are solely responsible for the clean-up process and the room must be left as it was found.
- ◆ All rental equipment and décor brought in by the coordinator must be removed at the conclusion of the event.
- ◆ Use of the logo and/or naming of the Chamber of Commerce as a sponsor in any advertising is prohibited.
- ◆ All fees to be paid in advance of said event.

Cash/Check/Visa/MasterCard Accepted:

Visa/MasterCard #: _____ Exp Date: _____ Amt.Charged: _____

Agreed to by:

Event Coordinator

Date

Chamber Representative