



Please email form to info@jeffersonchamber.org  
or fax to 504-835-3828  
For more information, call Christi Rice at 504-835-3880

## Board Room Usage Agreement

BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PURPOSE OF ROOM USAGE \_\_\_\_\_ APPROX. ATTENDANCE \_\_\_\_\_

DATE OF ROOM USAGE \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

CC NUMBER \_\_\_\_\_ CC EXP. DATE \_\_\_\_\_ CVV CODE \_\_\_\_\_

### USAGE INFORMATION AND OPTIONS

**Form must be completed and payment in full must be received before room can be guaranteed.**

*Board room rental is for Chamber members only in good standing. Each member is allowed eight hours of complementary board room use per year. Fees only apply after eight hour allotment. The event must be held during normal business hours only, beginning no earlier than 8:30 AM and ending no later than 5:00 PM.*

HALF DAY USE (4 hours maximum) \$75 \_\_\_\_\_

FULL DAY USE (4-9 hours) \$150 \_\_\_\_\_

#### ADDITIONAL OPTIONS:

COFFEE SERVICE (15 cups per pot) \$15 EA \_\_\_\_\_

TOTAL AMOUNT DUE: \_\_\_\_\_

#### CHAMBER USE ONLY:

Paid in Full \_\_\_\_\_

Cash

Credit Card

Check \_\_\_\_\_

Notes: \_\_\_\_\_

## BOARD ROOM USAGE AGREEMENT

Jefferson Chamber retains the right to refuse Board Room usage based on, but not limited to, meeting time, room availability and content of the meeting. The board room is not a place to directly promote your business (i.e. conduct for-profit seminars and various revenue generating activities) unless in partnership with the Chamber for activities to further promote our mission.

The usage fee and any additional charges are to be paid in full before the room can be guaranteed.

User shall provide adequate cleaning of the facilities immediately following the use of the facilities. Adequate cleaning is defined as cleaning up & disposing of all food and beverages, wiping all surfaces with provided cleaner, & collecting trash. Anything you bring in should be taken with you when you leave. Multiple trash cans can be provided if needed. All tables, chairs and Chamber equipment is to be left in the same condition upon which it was found. Any violation shall incur a cleaning fee charged to the credit card on file.

In the event of any spills and/or stains to carpet or upholstery during your event, a cleaning fee will be charged to the credit card on file

Jefferson Chamber has the right to cancel an event up to 7 days prior to the reserved date with full refund. In case of inclement weather or act of God, please contact the Chamber for instructions. User must cancel more than 24 hours in advance to receive refund of usage fee.

The conference room will not be available, any earlier than 8:30 AM or any later than 5:00 PM. Additional hours outside of this normal time may be reviewed and granted on a case-by-case basis.

Jefferson Chamber can supply a screen and projector for any audiovisual needs, The User must provide their own laptop. Technical assistance is not provided.

The User, on behalf of itself, its members, agents and employees hereby releases Jefferson Chamber, its officers, agents and employees, from all liabilities and claims for damages and/or suits for or by any reason of any injury or injuries to any person or persons or property of any kind, whatsoever.

Use of the building beyond the board room, lobby, office hallways, kitchen and bathroom facilities is prohibited. Respect for the work of employees of Jefferson Chamber must be displayed. No cell phone usage in the lobby.

Smoking is prohibited inside the Chamber facilities.

Parking in the Chamber parking lot is limited to visitor authorized spaces only on floors 3-5 of the back parking garage. Violators run the risk of being towed.

The User shall not advertise or make any claim that the Jefferson Chamber of Commerce in any way sponsors the meeting/event without the prior written approval of the Chamber. Reproduction of images and/or logos belonging to Jefferson Chamber is not permitted on any material distributed by the User without the written approval of the Chamber.

Jefferson Chamber does not supply any catering services. User is allowed to bring in outside food and beverage; however, it is strongly recommended that the user choose to utilize a Chamber member restaurant or caterer for any food and beverage services. A list of members can be provided.

The parties hereby agree that this document contains the entire agreement between the parties and this Agreement shall not be modified, changed, altered or amended in any way except through a written amendment signed by all of the parties hereto.

A credit card must be added to the Board Room User Agreement to remain on file with the Chamber Office, before any event will be put on hold.

Member/guest authorized signature

Date