



## **Room Rental Agreement**

1634 North Main Street, High Point, NC 27262

This Agreement between \_\_\_\_\_ and the High Point Chamber of Commerce, Inc. defines the terms and conditions for rental of meeting rooms by Chamber members. This Agreement includes an Attachment which is incorporated into this Agreement.

The following terms and conditions apply to all room rentals:

1. Rental of the Chamber meeting room(s) will be on a first come, first served basis. Chamber meetings take priority.
2. Rental of the Chamber meeting room(s) is for Chamber members and affiliated organizations only.
3. Meetings may not be scheduled more than 6 months in advance.
4. The Chamber building and meeting rooms are for business related purposes only. No personal events are to be scheduled for the building.
5. There are to be no sales endorsement meetings held for the public from any Renter.
6. All individuals and/or businesses must complete a Room Rental Agreement Form (Attachment 1) at the time the room(s) is reserved.
7. A deposit of one/half of the room rental fee is required at the time of reservation. The remainder of payment is due on the day of the rental. All room rental payments are non-refundable and may be changed periodically by the Chamber.
8. The Meeting rooms are set up with tables and chairs. Should Renters require a different set-up, the renting party will be responsible for the rental of additional chairs or tables as required from a current Chamber member. A \$50.00 set up fee applies. The Renter will be responsible for the removal of the rented equipment and the return of the room to its normal condition.
9. Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the Chamber staff immediately. Room Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
10. The Room(s) must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. Waste cans should be emptied in the dumpster at rear of building.
11. The Chamber will provide coffee at fees listed on the Rental Agreement. If the Renter would like additional food and beverages to be delivered, the Chamber will have a list of approved caterers who are members of the Chamber. Renters may bring soft drinks and other light foods.
12. Smoking is not permitted in the building.
13. For after hour meetings, additional charges apply. The Renter will be provided with a staff person who will insure that the lights are turned off and the building is secure.
14. Use of the Theater is complimentary when renting a meeting room provided that the Theater is

not in use by a separate rental. The Renter should notify the Chamber of a desire to utilize the Theater.

15. The meeting room(s) shall not be used for any fraudulent purpose.
16. After hour meetings will require security to be scheduled by the Chamber staff. The cost of security is included in the rental fee. The Renter should arrive before 5:00PM and ensure familiarity with any equipment needed.
17. It is understood, the High Point Chamber of Commerce, Inc. is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the High Point Chamber Of Commerce, Inc. and its Landlord, the High Point Chamber of Commerce Foundation harmless of any such damages.

The following organizations that held regular Board of Directors meetings at the former Chamber Office can continue to hold their meetings at no cost during regular office hours: Communities in Schools, Department of Social Services, Guilford County Workforce Development, High Point Area Arts Council, High Point Market Authority, Junior Achievement, Kids Voting, and Kiwanis Club.

\_\_\_\_\_  
**BY:** \_\_\_\_\_  
(Authorized Signature)

**NAME:** \_\_\_\_\_  
(Print or Type)

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**BY:** \_\_\_\_\_  
(Authorized Signature)

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Attachment

This Attachment to the Agreement for Meeting Room Rental covers the Meeting Room selection and the options chosen by the Renter as shown below. In addition to the options and pricing shown below, all terms and conditions of the Agreement are incorporated by this reference.

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Date(s) of Rental \_\_\_\_\_

Number of People Attending? \_\_\_\_\_

### Rates

#### Members

<u>    </u> <b>Full Board Room</b>		<u>    </u> <b>Committee Room</b>	
8:30AM to 5:00PM	\$300.00	8:30AM to 5:00PM	\$100.00
AM	\$150.00	AM	\$50.00
PM	\$150.00	PM	\$50.00
After Hours	\$300.00	After Hours	\$100.00
Weekend Full Day	\$500.00	Weekend Full Day	\$200.00
Change Room Set-up	\$50.00	Use of Projector	\$25.00
Use of Projector	\$25.00	DVD/VCR	\$25.00
DVD/VCR	\$25.00	Coffee (Per Thermos)	\$10.00
Coffee (Per Thermos)	\$10.00	Easel	\$10.00
Easel	\$10.00		

<u>    </u> <b>Executive Board Room</b>		<u>    </u> <b>Theater</b>	
8:30AM to 5:00PM	\$200.00	8:30AM to 5:00PM	\$50.00
AM	\$100.00	AM	\$25.00
PM	\$100.00	PM	\$25.00
After Hours	\$200.00	After Hours	\$50.00
Weekend Full Day	\$400.00	Weekend Full Day	\$100.00
Use of Projector	\$25.00	DVD/VCR	\$25.00
DVD/VCR	\$25.00	Coffee (Per Thermos)	\$10.00
Coffee (Per Thermos)	\$10.00	Easel	\$10.00
Easel	\$10.00		

<u>    </u> <b>International Lobby (Receptions)</b>	
After Hours	\$300.00
Weekend Full Day	\$500.00

I have read the information regarding use of the Chamber facilities and agree to abide by all rules and regulations.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High Point Chamber

\_\_\_\_\_  
Date:

Questions, (336) 882-5000 or fax (336) 889-9499.  
**HIGH POINT CHAMBER OF COMMERCE**

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Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Date(s) of Rental \_\_\_\_\_

Number of People Attending? \_\_\_\_\_

### Rates

#### Non Profit

<u>Full Board Room</u>	<u>Committee Room</u>
8:30AM to 5:00PM	8:30AM to 5:00PM
AM	AM
PM	PM
After Hours	After Hours
Weekend Full Day	Weekend Full Day
Change Room Set-up	Use of Projector
Use of Projector	DVD/VCR
DVD/VCR	Coffee (Per Thermos)
Coffee (Per Thermos)	Easel
Easel	

<u>Executive Board Room</u>	<u>Theater</u>
8:30AM to 5:00PM	8:30AM to 5:00PM
AM	AM
PM	PM
After Hours	After Hours
Weekend Full Day	Weekend Full Day
Use of Projector	DVD/VCR
DVD/VCR	Coffee (Per Thermos)
Coffee (Per Thermos)	Easel
Easel	

<u>International Lobby (Receptions)</u>	
After Hours	
Weekend Full Day	

I have read the information regarding use of the Chamber facilities and agree to abide by all rules and regulations.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High Point Chamber

\_\_\_\_\_  
Date:

Questions, (336) 882-5000 or fax (336) 889-9499.

**HIGH POINT CHAMBER OF COMMERCE**