

Heart of the Valley Chamber of Commerce
Terms of Rental, Hold Harmless Clause, Clean Up List & Rental Agreement

TERMS OF RENTAL

Reservation of Facilities: Reservations are on a first come first served basis in that the person who has the rental fee and a signed agreement on file first will have the confirmed reservation. Reservations are to be made a minimum of two (2) days (48 hours) and a maximum of eleven (11) months prior to the event. Reservations are made at the Heart of the Valley Chamber office, Monday thru Friday 8:00am to 4:00pm (766-1616). **The contact (Lessee) of the facility MUST be on the premises during the entire event.**

Room may be used for most meetings, group discussions, and receptions except the following: 1) Any purpose which interferes with or disrupts the regular operation of the Chamber. 2) The Chamber reserves the right to deny any request. 3) Violations of agreement or excessive damage to facility may be cause for future denial of room rental. **4) Chamber members may use the room for up to 4 hours per month at no charge. Additional hours will be charged at the non-member rate.**

Dates/Hours of Availability: The lower level of the Chamber office will be available between 7:00 am and 9 pm, seven (7) days a week. The maximum rental period is from 7:00 am to 9pm. All rentals must be for a minimum of 2 hours, not to exceed 8 hours per rental session.

Cancellations: Penalties for cancellations are as follows:

0 – 7 days prior	100% forfeiture
8 – 14 days prior	75% forfeiture
15 – 27 days prior	50% forfeiture
28 – 42 days prior	25% forfeiture

Security Deposit: A security deposit of \$50 shall be held at the Chamber office prior to receiving the key code to the facilities. The deposit will be returned if the facility is left in clean condition with no damage. The return of a security deposit is on an “all or nothing” basis.

Music: Amplified music and dancing are prohibited.

Cleaning: All cleaning is to be done immediately after the conclusion of an event. Affixing anything to the walls or ceiling with staples, nails or other fasteners is NOT permitted. A \$5.00 fee will be charged for each nail or tack hole. Any decorations or items you bring into the facility must be properly disposed of. Confetti is strongly discouraged. All cleaning materials and supplies must be brought in by the Lesser for clean up after usage. The Chamber will not provide cleaning materials (pails, mops, brooms, dish towels, soap, etc.)

Alcoholic Beverages: Alcohol may not be consumed on the premises.

Security: All groups are responsible for the contents and security of the building. Opening and closing the building securely will avoid cost of damages to the user from vandalism. The Chamber recommends that evening groups lock all doors after everyone arrives for security while in the building.

Smoking: Smoking is not allowed in any part of the building.

Animals: No animals are allowed in any part of the building.

Exempt: Charitable, civic and service groups are welcome to use the Chamber office for club functions at no charge. These groups are still expected to follow the same rules and regulations as paying groups. At least one person in the group’s participants must be a Chamber member. Chamber members are welcome to use the room at no charge for up to four hours per month. Additional hours will be charged at the non-member rate.

Equipment: Tables, chairs and other equipment are not to be removed from the building. Tables and chairs are NOT to be DRAGGED across the floor. The kitchen has REFRIGERATOR and STOVE for use by Lessees of the room. There is a 50 cup coffee urn and assorted serving pieces that can be used.

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HOLD HARMLESS CLAUSE

Lessees shall indemnify and hold harmless the Lessor from any and all damage, or loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises (as described in the rental agreement or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any injury or property of third persons occasioned by any act or omission, neglect, or wrongdoing of the Lessee or any of his/her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other person admitted by the Lessee to the premises, and the Lessee will, at his/her and/or its own cost and expense, defend and protect Lessor against any and all such claims or demands. (Business and Public Events shall provide proof of insurance outlining the above.)

The Lessee further agrees to exercise due care in the preservation of the premises and to prevent loitering and presence of unauthorized persons during all usage periods.

The Lessee shall not permit intoxicating liquor or fermented malt beverages to be consumed on the rented premises. Smoking is NOT allowed anywhere on the premises.

CLEAN UP

Please do not drag tables or chairs across the floor.

Supply your own broom, trash liners, dish cloths, towels and soap.

- Wash tabletops and wash, dry and put away all dishes used / Clean coffee maker
- Place chairs at tables
- Remove ALL decorations (including confetti and tape from walls, doors, under tables, etc.)
- Check refrigerator and remove all items you brought into the facility
- Verify stove/oven is turned off and clean
- WE RECYCLE! Please place recyclables in the proper containers
- Check restrooms
- Place all bags of garbage outside the Chamber door.

LOCK UP

- Turn off all fans
- Turn off lights in rooms, hallway and restrooms**
- Lock main doors by key code

In the event of a problem within the building such as broken pipes, heat not working, etc., please call Bobbie Beckman at 540-7090.

Dial 911 in case of emergency!

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RENTAL AGREEMENT

Lessee or Group Name _____

Address: _____

City: _____ Telephone: _____ Fax: _____

Email: _____

Day/Date of Event: _____ Time: from _____ to _____

Purpose: _____ Attendance (#): _____

Person Responsible for Key Code: _____

ID provided _____ (must be 18 to rent rooms at the facilities.)

101 East Wisconsin Avenue, Lower level

Will your group need additional amenities: (circle) podium projector coffee urn kitchen wi-fi

Rental Costs: (no charge for Chamber members for 1st four hours. Room rentals must be for a minimum of 2 hours, not to exceed 8 hours per rental session)

1 – 3 hours - \$50 each additional hour \$10 Deposit \$50

Use of Projector with a credit card number: card # _____ exp date _____

Total Rental Cost \$ _____ received on _____, by _____

The Lessee signing this Agreement below, hereby agrees to forfeit said security deposit of \$ **50.00**, received on _____ by _____ for any damage to property or items stolen, and costs incurred for cleaning, together with any other liability to Heart of the Valley Chamber of Commerce by the Lessee resulting from the use of Chamber property pursuant to this Rental Permit, whether or not specifically described herein, and to comply with the following hold harmless provisions:

Hold Harmless Clause: Lessees shall be liable to the Heart of the Valley Chamber of Commerce for all losses and damages in connection with both personal and real property resulting from any act or omission of any individual attending the event for which this Permit is issued, whether or not caused by negligence. Lessee shall further indemnify and hold harmless the Heart of the Valley Chamber of Commerce from any and all damage, or loss, or liability of any kind whatsoever occasioned upon and or within the leased premises (as described in the lease agreement or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any injury or property of third persons occasioned by any act of omissions, neglect, or wrongdoing of the Lessee or any of his, her and or its officers, agents, representatives, assigns, guests, employees, invites, or other person admitted by the Lessee to the premises, and the Lessee will, at his or her and/or its own cost and expense, defend and protect the Lessor against any and all such claims or demands. Lessee shall further pay and reimburse the Chamber for all costs of enforcement and collection resulting from the Rental Permit incurred by the Chamber, including but not limited to, reasonable attorney's fees. Lessee agrees to prevent loitering and the presence of unauthorized persons during all such usage periods and further authorizes the Chamber to expel individuals and/or terminate the Permit immediately without notice in the event the Chamber becomes aware of any form of damage, destruction, or other violation of law occurring on Chamber property.

_____ I have read the attached terms of rental agreement and agree to comply.
(Initial)