



MEETING FACILITY USE RENTAL
POLICY AND TERMS

RENTAL FEES AND TERMS

The Chamber of Commerce Meeting Room is available for rent seven days a week from 7:00am to midnight.

ADVERTISING POLICY

It is the policy of the Georgetown Chamber of Commerce that companies, organizations and individuals who rent our meeting room and advertise that they are hosting a meeting/function on our site (to their clients or to the general public), must include the following statement in any advertisements:

“The Georgetown Chamber of Commerce in no way endorses the contents of the program or services offered by (the renter).”

FEE SCHEDULE

There is no hourly rate; the schedule applies to a full day rental. Set-up and takedown service is available for additional cost. Ask for details.

Table with 2 columns: Member Rates and Non-member Rates. Rows include 1/2 room, Full room, and Board room with associated prices for full and half days.

- 2. Multiple Use Fee for Members Only: Members renting the room on at least a monthly basis may be eligible to rent the room at a discounted rate. Ask for details.
3. Audio/Visual Rental Schedule: Wireless microphone & podium for \$25.00 per day. HD projector & screen for \$25.00 per day.
4. Kitchen: The refrigerator in the kitchen is available for \$25.00 per day for members / \$50.00 per day for non-members. This fee is waived if using a caterer from the approved caterer’s list.
5. Dance Floor Rental: \$350 for a 15’ x 18’ oak laminate floor (including assembly & disassembly)

SECURITY DEPOSIT FEE

Security Deposit for damages and cleaning will be refunded within two weeks, provided all procedures are met including building condition and rental agreement times. Security deposit will be forfeited if any damages are incurred and/or clean up is not completed by renter, as required by conditions of contract.

- 1. Member security deposit . . . \$100.00 (No deposit required for members renting just the board room.)
2. Non-member security deposit . . . \$400.00
3. Member security deposit for events with alcohol or dances . . . \$500.00
3. Non-member security deposit for events with alcohol or dances . . . \$1,000.00

### **ADDITIONAL FEES (Not returnable)**

Additional damage and clean up fees: If damages exceed the amount of the damage deposit, renter will be responsible for the cost to return the rented facility to pre-use condition. Fees charged will be for actual cost of labor, materials, supplies, and equipment, and for any lost rental revenues for the period in which the facility is not available. Repairs will be made by a contractor approved by the Chamber, and Fees MUST be paid within 30 days of billing.

### **RESERVATIONS**

1. Reservations are booked based on availability through the Chamber of Commerce office, 100 Stadium Drive, Georgetown, Texas, and may be made in person or by phone.
2. **A signed contract for use of facility, hold harmless agreement and Security Deposit payment are due upon booking. The remaining amount must be received within 30 days of the event or the reservation will be voided . The balance can be paid in payments as long as the full amount is paid within 30 days of the event.**

### **CANCELLATION**

Cancellation must be received no later than 7 working days prior to the reservation for full refund. No refund will be given if the cancellation is received less than 7 working days from the reservation.

### **REFUNDS**

Any refund of rental fees or security deposits due will be mailed to renter upon termination of this agreement.

### **RULES/POLICIES**

1. The Georgetown Chamber of Commerce offices and equipment are not available for use during rental period.
2. **Chamber of Commerce staff hours are 8 a.m. to 5 p.m., Monday through Friday. It is the renter's responsibility to pick up and sign for a building key if your meeting/event is held outside of normal Chamber business hours.** The renter may pick up a key at the Chamber the day before the meeting/event, or on Friday if the room is used on the weekend. Unless special arrangements are made in advance, **the key must be returned the following business day before 5:00pm, or the security deposit will be forfeited. Lost key will result in a charge of \$25.00.**
3. The catering facilities and restrooms are available. The Chamber of Commerce, however, DOES NOT provide: coffee, tea, coffee pot, cold drinks, cups, napkins, ice, etc.
4. Weapons, red-dyed drinks and grape juice are not allowed in the facility and/or on the surrounding grounds.
5. **The room must be left in a clean and orderly condition; tables stacked in the equipment closet on the table cart and chairs stacked along the outside wall. Catering area and bathrooms must be cleaned. There is a broom, mop and vacuum cleaner in the janitor's closet; please use them. All trash must be bagged up and tied, and placed in the garbage bin located on the south side of the Chamber offices.**
6. The Chamber will provide a list of approved caterers who are familiar with the rules associated with the use of our facilities. We encourage renters to use one of these respected businesses for any catered event. These caterers are independent contractors and it is the responsibility of the renter to schedule and pay for their services directly.
7. Renters may bring in outside food and beverage at their own expense (subject to compliance with all rules stated herein).
8. Alcoholic beverages may be served by the renter, provided that all rules and regulations pertaining thereto by the State of Texas and the City of Georgetown are adhered to at all times.
9. The Georgetown Chamber of Commerce is a non-smoking facility, and the use of tobacco products of any kind inside our facilities is strictly prohibited.
10. Lighted candles or other open flames are not permitted.
11. There is no public telephone available. During business hours, the office phone may be used for local calls upon request.
12. No tape, tacks, or adhesives are to be attached to the walls or any permanent surfaces. All decorations must be free-standing and in no way mounted or affixed to the walls and/or floors. Catch trays must be provided for any natural plants.
13. No rice and/or grains are allowed inside or outside. The use of birdseed is permitted, and confined to the exterior of the

building only. Confetti of any type is not permitted on the premises. Birdseed should be swept away from porches and walkways during clean-up.

14. Renter is responsible for any damage to facility, furnishings, and property arising directly or indirectly from their acts or omissions or from the actions of persons attending their event, whether invited or uninvited.
15. Any furnishings (other than tables and chairs currently available), equipment, supplies, and/or decorations required by renter will be the responsibility of the renter and will be removed by the renter during clean up.
16. The Georgetown Chamber of Commerce will not be responsible and/or liable for any lost, stolen, or damaged personal items or vehicles, or for any injury incurred in conjunction with any event or function. Be sure to remove all personal items brought into the Chamber, as access to the meeting room is limited to the date of your event only.
17. Renter must ensure that the number of persons attending their event does not exceed the maximum number permitted by order of the City of Georgetown, which is posted at the entrance of each meeting room. Failure to comply with these rules may result in fines, for which the renter will be solely responsible.
18. No advertising shall reflect endorsement by the Georgetown Chamber of Commerce unless agreed to by the Board of Directors. All advertising must say that the Georgetown Chamber of Commerce is in no way endorsing the contents of the program or services offered by renter.
19. Any seating must be in keeping with the City of Georgetown fire code regulations, and must be limited to no more than **250** people in the meeting room.
20. All furniture/fixtures/properties are to be treated with care.
21. When vacating the meeting room, turn off all lights, lock all doors, and set the thermostat at 75 degrees in warm months (May-Oct) and 65 degrees in cold months (Nov-Feb).
22. No cooking is allowed inside the building. Free-standing barbecue pits are allowed outside and must be furnished by the renter.
23. In the case of emergency, please contact Allison McKee 512.818.6803. If you are unable to reach Ms. McKee, please call Marlene Coleman at 512.966.1862 or Karen Sheldon at 512.966.0546.
24. **Failure to comply with any or all of these meeting room rules/policies will result in the renter(s) surrendering of the held security deposit and may hinder any or all future reservations of the Georgetown Chamber of Commerce meeting room.**

100 Stadium Drive  
P. O. Box 346 – Georgetown, TX 78627-0346  
(512) 930-3535 – (512) 930-3587 (fax)



**MEETING FACILITY USE APPLICATION**

<b>Name of Renter:</b>	<b>Date:</b>
<b>Business/Organization:</b>	
<b>Complete Address:</b>	<b>TDL#</b>
	<b>Expiration date</b>
<b>Email Address:</b>	<b>Phone Number:</b>

Member of the Georgetown Chamber of Commerce:    Yes     No

If no, will there be a member sponsor? Yes  No  Name of Member Sponsor: \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_ *(form not complete until signed by Sponsor)*

Date(s) of Use _____	Opening Time _____	Closing Time _____
_____	Opening Time _____	Closing Time _____
_____	Opening Time _____	Closing Time _____

Type of Function \_\_\_\_\_

Desired Rental: Whole Meeting Room     Meeting Room N/S     Board Room   
 Presentation Equipment     Kitchen     Microphone

\_\_\_\_\_  
 Renter's Signature

**~~~~~FOR CHAMBER OFFICE USE ONLY~~~~~**

<b>Security Deposit Paid:</b>	<b>Date:</b>	<b>Amount:</b>
		<b>Payment type:</b>
<b>Rental Fees Paid:</b>	<b>Date:</b>	<b>Amount:</b>
		<b>Payment type:</b>

Entered in Meeting Room Manager Software \_\_\_\_\_

Security Deposit Returned:    Date \_\_\_\_\_    Amount \_\_\_\_\_    Check No. \_\_\_\_\_

Cancellation:    Date \_\_\_\_\_    By Phone \_\_\_\_\_    In Person \_\_\_\_\_

The Georgetown Chamber of Commerce Meeting Room is made available within the confines of the terms, rules, policies, and fees for rent to the public without regard to race, sex, or creed.

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 IN ORDER TO RESERVE THE FACILITY.  
 THE BALANCE MUST BE PAID 30 DAYS PRIOR TO THE EVENT.***

**HOLD HARMLESS/FACILITY USE AGREEMENT**

**Advertising Acknowledgement**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, acknowledge that I have read and understand the Georgetown Chamber of Commerce’s advertising policy (page 1) and do hereby agree to abide by the terms and policies as set forth by the Georgetown Chamber of Commerce.

\_\_\_\_\_  
Renter’s Signature

**Rules and Policies Acknowledgement**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, acknowledge that I have been given a copy of the “Meeting Facility Use Rental Terms and Policy” and do hereby agree to abide by the terms and policies as set forth by the Georgetown Chamber of Commerce when using the Chamber of Commerce Meeting Room.

\_\_\_\_\_  
Renter’s Signature

**INDEMNIFICATION**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, understand and agree that as the renter of the Georgetown Chamber of Commerce Meeting Room, I assume all of the risk to persons and property which might be connected with the use of said facility, and that the Georgetown Chamber of Commerce will have no liability for personal injuries or property damaged, or both, suffered by any person or persons in connection with my use of said facility. Renter agrees to hold harmless the Georgetown Chamber of Commerce from any/every penalty, claim, loss, cost damage, attorney’s fees, and expense which might occur or be asserted by any person as a result of renter’s use of the Georgetown Chamber of Commerce Meeting Room. The Georgetown Chamber of Commerce shall not be liable for damages to renter arising from any act of any third party or by a third party or from any act not the act of the Georgetown Chamber of Commerce. Renter agrees to indemnify and hold harmless the Georgetown Chamber of Commerce from and against all claims of whatever nature arising from any negligent act, omission, or negligence of renter or renter’s contractors, licensees, agents, servants, employees, or guests arising from any accident, injury, or damage whatsoever caused to any person caused by the negligent act, omission, or negligence of renter or renter’s contractors, licensees, agents, servants, employees or guests, or to the property of any person occurring during the term hereof in renter’s use of the Georgetown Chamber of Commerce Meeting Room, or arising from any accident, injury, or damage occurring outside of the Georgetown Chamber of Commerce building. This indemnity and hold harmless agreement shall include indemnity against all reasonable costs, expenses, and liabilities relating to or in connection with any such claim or proceeding and the defense thereof, including attorney’s fees and court costs incurred by the Georgetown Chamber of Commerce in the event that the Georgetown Chamber of Commerce must defend any action by any third party or enforce the terms of this agreement. I hereby release the Georgetown Chamber of Commerce from all such liability and agree to indemnify the Georgetown Chamber of Commerce, it’s Board members, it’s offices, it’s agents, and it’s employees, and to hold it and them harmless from any loss.

\_\_\_\_\_  
Renter’s Signature

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