



CONFERENCE ROOM Space Rental Form

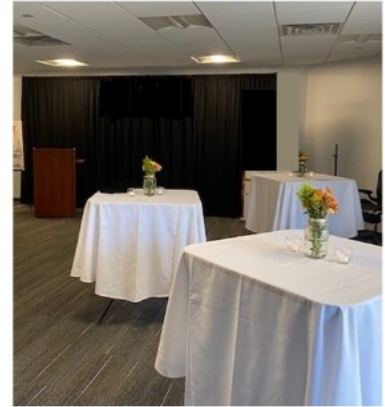
325 Madison Street, Suite E1004, Lansdale, PA 19446



Boardroom Style (up to 20 people)



Classroom/Training Style (up to 30 people)



Networking/Social Style (up to 50 people)

Features:

- Wi-Fi
- Cell phone/tablet charging station
- Flip Chart with markers/easel
- 75" UHD LED TV with HDMI capability
- Zoom video conferencing
- Podium

CONFERENCE SPACE FOR RENT

Organization: _____ **Contact Person:** _____

Phone #: _____ **Email:** _____

Rental Dates / Times : _____

Type of Event: _____ **# of people for set up:** _____

Select type of set up:

- Boardroom Style (20 People) Classroom Training Style (30 People) Networking/Social Style (50 People)

Chamber Members:

- \$100/hour
 \$300 Half day (up to 4 hours)
 \$500 Full day

Non-members:

- \$150/hour
 \$400 Half day (up to 4 hours)
 \$600 Full day

Nonprofits:

- \$100/hour
 \$200 Half day (up to 4 hours)
 \$300 Full day

Total Payment: _____

Please mail checks payable to: **The Chamber of Commerce for Greater Montgomery County**

Check—Drop off / Mail Credit Card:

Visa/MC/AmEx/Discover Card #: _____ Exp: _____

Name on Card: _____ **CVV:** _____

Billing Address: _____

Signature: _____

Email Receipt: _____



Conference Room Rental Agreement

Important Information:

Please initial each item to indicate that you have read and agree to each of the following:

_____ **Payment Terms:** Rental fees must be paid in full when the space is reserved for Organization.

_____ **Approved Usage (initial here AND check each one):**

- The Chamber Meeting Place cannot be used for any campaign or political event, unless special approval is granted by Chamber Staff.
- The Chamber Meeting Place cannot be used for any gambling activity.
- The Chamber Meeting Place cannot be used for any illegal activity.
- The Chamber Meeting Place cannot be used for "parties" (determined at discretion of the Chamber Staff).
- The Chamber Meeting Place is a place of business. Loud music/noise or other activities that disrupt business operations are not allowed. Non-compliance could result in inability to rent the facility in the future.

_____ **Not Permitted (initial here AND check each one):**

- No smoking is allowed inside the Chamber Meeting Place.
- No alcoholic beverages are allowed inside or outside of the Chamber Meeting Place.
- No materials may be affixed or stuck to any walls in the facility for any reason.
- No items that may cause damage to the facility. If in doubt, ask a chamber staff prior to use.
- Breaking these conditions will result in inability to rent the facility in the future.

_____ **Food and Beverages (initial here AND check each one):**

- The Chamber does not provide any food or beverages (except sponsored coffee and bottled water) for the event.
- The Organization must provide its own consumable paper/plastic products, condiments, and serving equipment.

_____ **Food Service or Catering:** If serving food, you are requested to use a Chamber member for pickup, delivery, or on-site catering. For a current list, check the *Restaurants, Food & Beverages* category under the *Member Directory*.

_____ **Cancellation or Rescheduling of Event:** If it is necessary to cancel or reschedule the event, please provide the Chamber with a 2-week notice for a full refund. Otherwise, no credit or refund can be offered.

_____ **Facility Cleanup (initial here AND check each one):**

- The Organization must remove all items that it brought in to the facility.
- All trash must be collected in the trash cans located in the large room. Chamber staff will remove trash from the building.
- All tables and chairs must be re-set to their original format before leaving The Chamber Meeting Place.**
- The Facility Checkout Sheet must be completed, signed, and returned along with any access cards that may have been issued prior to leaving the Chamber Meeting Place.

_____ **Proof of Insurance (initial here AND check below):**

- For all events scheduled after regular chamber business hours or on weekends, the Organization must provide, at least 24 hours in advance of event, proof of coverage of liability/damage insurance naming The Chamber of Commerce for Greater Montgomery County as an additional insured. This may be submitted on an annual basis.

Next Steps: Upon signing of this agreement by both parties, an invoice will be created and emailed to the person listed on this document. Payment is due within five (5) business days or prior to the event, whichever comes first. The Chamber accepts cash, check, and credit card payments.

Organization Acceptance:

By signing below, I am stating that I have read and agree to the terms and guidelines set forth in this document by the Chamber of Commerce for Greater Montgomery County for the use of the conference space, located at 325 Madison St. Suite E1004 Lansdale, PA 19446 as stated above. I understand and acknowledge that, as the renter of the facility, I am responsible for ensuring that anyone, including employees, guests, or any other individual who will attend or view the contemplated activities at the Meeting Space will comply with the aforementioned requirements. I further state that I am authorized to bind the Organization listed on this document to the Terms and Conditions of this agreement, including accepting responsibility for any damages to the facility caused or created by any and all participants attending the event, whether intentional, accidental or through negligence. The listed Organization hereby indemnifies and holds The Chamber and its employees, board members, volunteers, and member organizations harmless from any and all injuries, claims, damages, suits and costs from whatever cause arising from use of the facility.

Signature: _____ Name (Printed): _____

Date: _____ Title/Relationship to Organization: _____

Confirmation (for Chamber use only):

Chamber Acceptance:

Chamber Rental Agreement Accepted (date): _____

By (Chamber Representative): _____

Printed Name: Kristen Gore Position: Membership Manager

Event Day:

Address:

The Chamber of Commerce for Greater Montgomery County
325 Madison St Suite E1004,
Lansdale, PA 19446

Physical Location of building:

The office and conference center are located on the ground level of building E of the Madison Station Apartment complex, next door to the leasing office. The Chamber entrance faces the courtyard in front of the apartment building. There is parking located in the SEPTA lot across the train overpass from The Chamber rental space or in the Madison Street lot in front of the building (free before 10 am, from 12-2 pm, and after 6 pm).

Chamber Emergency Contact:

Chamber Contact: Kristen Gore Office Phone: [\(215\) 362-9200](tel:2153629200)
After-hours phone: [267-372-2028](tel:2673722028)

Reminders:

- In case of medical or another emergency, **call 911**. See facility address listed above.
- The space is a private room with a separate entrance from office and an individual bathroom.
- No smoking or alcoholic beverages are allowed in the facility.
- Use of the Chamber Keurig coffee maker, coffee, and coffee supplies are included. However, any liquid creamer must be supplied by renter.
- Water bottles located in the kitchen are available for renters to consume.
- The renter must provide any food as well as all consumable paper/plastic products, condiments and serving equipment.
- All trash should be placed in the appropriate receptacles. Staff will manage taking it out to the bins.
- You may adjust the thermostat using the + or – buttons on the panel, but return to 68 before you leave.
- No materials may be affixed, taped, or stuck to any walls in the facility for any reason.
- No glitter, confetti or other similar items is allowed as these are difficult to clean out of carpet.
- No loud music or other activity that disrupts Chamber business operations.