



CONFERENCE ROOM RENTAL AGREEMENT

The Porterville Chamber of Commerce has a conference room available for rental. The conference room can comfortably accommodate from 20-30 people depending on the room layout you choose. The room is available Monday-Friday, except on holidays, during business hours of 9:00 am to 4:00 pm. Meetings outside of this time are subject to additional fees if approved. Please check the availability of these rooms by calling us at (559) 784-7502 or email info@portervillechamber.org

Rental Fees:

Members:

- Free use up to 2 hours
- \$10 per hour with a daily max of \$50
- \$25 per hour if before 9:00am or after 4:00pm

Non-members:

- \$25 per hour with no daily max
- \$40 per hour if before 9:00am or after 4:00pm

Cancellation Policy: No refund for rental fee with cancellations of 48 hours or less. (Credit card payments subject to processing fee for cancellation refund).

Includes:

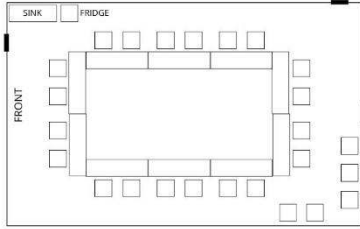
- 6-foot tables (10)
- Chairs (30)
- Wireless Internet access
- 50" LCD Flat Screen TV on rolling stand with video-conferencing capabilities

Room Capacity:

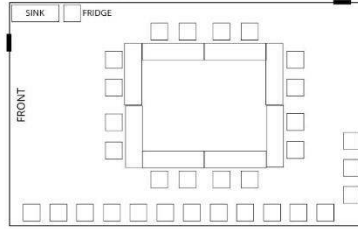
Options	Conference	Hollow Square	Theater	U-Shape	Double U-Shape	Classroom
Regular	20	16	30	20	36	20
Added Side Chairs	25	30	n/a	25	n/a	n/a

Room Setup:

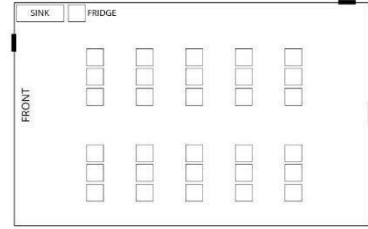
Conference



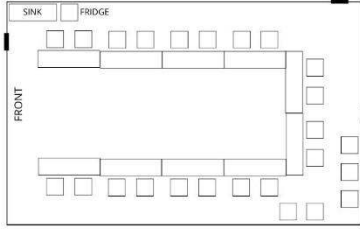
Hollow Square



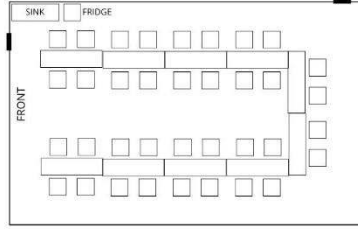
Theater



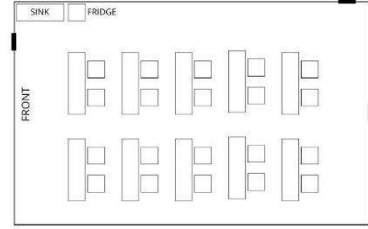
U-Shape



Double U-Shape



Classroom





CONFERENCE ROOM RENTAL AGREEMENT

General Use Room Rental Regulations

This Agreement between _____ and the Porterville Chamber of Commerce defines the terms and conditions for rental of the conference room by both Chamber and non-Chamber members. This Agreement includes Attachments which are incorporated into this Agreement.

The following terms and conditions apply to all room rentals:

1. Use of the Chamber conference room will be on a first come, first served basis. Circle of Excellence members, and then Chamber members have priority on scheduling. Any Chamber meetings will take priority.
2. The Chamber conference room is for business-related purposes only. No personal events are to be scheduled for the room.
3. The Chamber has the right to refuse use to any individual or organization.
4. All individuals and/or businesses must complete a Room Rental Agreement Form (attached) at the time the room is reserved.
5. Any deposit due is required at the time of reservation. The remainder of the payment is due 24 hours before the day of rental. All room rental payments are non-refundable and rates may be changed periodically by the Chamber.
6. The Chamber conference room is set up with tables and chairs. Should any additional equipment be required, the renting party will be responsible for the rental of additional equipment from a current Chamber member. The Renter will be responsible for the removal of the rented equipment and the return of the room to its normal condition. Please check in with staff regarding any audio/visual equipment that you may require.
7. Renters are responsible for any damage to the facilities and/or contents, equipment, furniture, and fixtures. All damage must be reported to the Chamber staff immediately. Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
8. Nothing shall be attached to the walls, ceiling, or any fixtures.
9. The renters shall assume all responsibility for all actions of their guest and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
10. The room(s) must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
11. If the Renter would like food or beverage 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. No alcohol is permitted.
12. Renters shall keep the equipment clean and free from damage from food and drink.
13. Attendees agree not to use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the rented room, common and public areas such as restrooms.
14. The conference rooms will be available Monday – Friday, except holidays, during business hours of 8:00 a.m. to 4:00 p.m. All events must end prior to closing time of 4 p.m. All persons, supplies, and decorations must be out of the building by that time unless previous arrangements have been made with the Chamber.
15. If approved, a staff charge will be assessed for evening and weekend rentals if staff is needed to open/close the conference room and Chamber complex (minimum of 2 hours).

16. The Porterville Chamber of Commerce is not responsible for items belonging to the Renter or Renter's guests that are lost, stolen, or damaged during the use of the room.
17. It is Understood, Porterville Chamber of Commerce, 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 Porterville Chamber of Commerce, its employees, and partners harmless of any such damages.

I have read the information regarding the use of the Porterville Chamber of Commerce conference room and agree to abide by all rules and regulations.

Signature of Applicant

Printed Name

Date

PCOC Approval Signature

Printed Name

Date



Room Rental Agreement Request Form

Name of Applicant/Contact: _____

Name of Company: _____

Address: _____

Contact Phone Number: _____ Email Address: _____

Date Room Requested: _____ Projected Attendance: _____

Set-up will begin at: _____ Clean-up will end at: _____

Purpose of Use: _____

Room Rate Requested:

- Chamber Member - \$25 per hour, daily max \$100, no deposit required
- Non-Chamber Member - \$50 per hour, no daily max, \$75 refundable deposit required at booking

Room Setup Required: (check one)

- Conference
- Hollow Square
- Theater
- U-Shape
- Double U-Shape
- Classroom

Equipment Options: (check all that apply)

- | | | |
|--|------------------|----------|
| <input type="radio"/> TV on rolling stand: no charge | Rental Charge | |
| <input type="radio"/> Wireless Internet access: no charge | Room Charge | \$ _____ |
| <input type="radio"/> Conference Call Equipment: no charge | Equipment Charge | \$ _____ |
| <input type="radio"/> Presentation Equipment: no charge | Other Charges | \$ _____ |
| <input type="radio"/> Copies: \$0.20 per copied sheet | Total Cost | \$ _____ |

I agree that the above statements are true and that I have read, understood, and will honor all policies and information, including the attached General Use Room Rental Regulations which are a part of this agreement. I understand that the Porterville Chamber is only expected to provide services and equipment identified and agreed to in this contract.

Signature of Applicant

Printed Name

Date

PCOC Approval Signature

Printed Name

Date

For questions contact the Chamber at (559) 784-7502.
Return forms electronically to info@portervillechamber.org or by mail to PCOC at 93 N. Main St. Suite A, Porterville, CA 93257.

