



Conference Room Rental Agreement

(Please complete for each use when scheduling multiple dates.)

**Charlotte County
Chamber of Commerce, Inc.**

The Charlotte County Chamber of Commerce grants permission for the use of its conference center at 2702 Tamiami Trail, Port Charlotte, Florida, *and limits that use to twice monthly*, to the following Chamber Member:

Business Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

For the following event: _____

To be held on: _____ from _____ to _____

Number of people: _____ Space: Large Conference Room

Number of cars: _____** Will Food/Beverages be brought in _____ YES _____ NO

Rental Rate: \$ _____ x _____ Hours = \$ _____

(All fees should be paid prior to date of use.)

Damage deposit: \$ _____ Date Received: _____ Date Returned: _____

PROVIDE A COPY OF INSURANCE INFORMATION.

Proof of liability insurance (1 Million Dollars) provided: YES _____ NO _____

Expires _____

Type of Member Business	Large Conference Room up to 20 People	One use Free Monthly of One Conference Room	Refundable Damage Deposit Required When bringing in Food.	Parking Daytime until 5:15pm max. of **5 Cars	Parking Evenings or Weekends max. of 17 **Cars
DR-14 or 501-c-3 tax exempt organization	\$20.00 Hour (tax exempt)	Yes	\$50.00		
For Profit Business***	\$20.00 Hour plus sales tax; or \$21.40	No	\$50.00		

Subject to the following conditions and based on availability. The Chamber reserves the right to cancel or reschedule for Chamber activities and events and will provide as much notice as possible.

1. Occupant shall cooperate to the fullest extent possible with lawful adherence to all rules and regulations listed herein.

2. Occupant agrees that the property shall not be utilized for purposes other than those for which they are assigned.
3. Occupants will conduct themselves so as not to create a loud or unusual noise or unreasonably obstruct the usual and customary use of the building or parking lot.
4. Occupants shall be responsible for the thorough cleaning of the conference center after each use. Such cleaning will result in the center being in the same condition in which it was found, including re-setting the room in the general configuration of tables and chairs in which it was found.
5. No signs, taping or tacking shall be affixed to the building's interior or exterior.
6. Occupant must supply their own consumable items such as paper cups, plates, coffee, cream, sugar, soft drinks and other such condiments.
7. Occupant shall be responsible for collecting all trash and placing it in a sealed bag that should be left in the kitchen.
8. Occupant shall be responsible for closing and locking all exit doors and turning off all electrical appliances, air conditioning and fully securing the building before the last person leaves.
9. Occupant will hold the Charlotte County Chamber of Commerce harmless from all claims, demands, actions and causes of action of any sort for injury sustained by guest to person or property during the exclusive use of the property and due to the negligence of guests and invitees. Occupant shall be responsible for all costs, expenses, damages, liabilities, claims or suits resulting from such use.
10. Occupant shall pay to the Charlotte County Chamber of Commerce a security deposit of \$50.00 for any meeting at which food and/or beverages will be provided. This deposit will be refunded if the center has been left in a satisfactory condition. If the premises have not been left in a satisfactory condition, the security deposit will be applied to repair damages and pay for custodial services, with any balance being refunded to the occupant. The security deposit shall be paid at the time of or before taking possession of the premises. The key must be returned to the Chamber following the rental period. Failure to return the key will result in the security deposit being forfeited.
11. A telephone is provided for emergency use and local calls only. A staff person is available to reach in an emergency. Long distance calls determined to have been made during the time rented will be billed to the occupant.
12. Alcohol use is permitted only with the prior consent of the Chamber.
13. Smoking is not permitted in the building.

*** Commercial, business, or individual renting facilities for the purpose of publicity, advertising, sales or any other for-profit purpose.

I affirm the above information is true and that I have reviewed this use agreement.

Signature: _____ **Please print name:** _____

If applicable name of person responsible for returning keys: _____

Phone number of person responsible for returning keys: _____

Please return agreement to:
 Charlotte County Chamber of Commerce
 Attention: Janet Caffee
 2702 Tamiami Trail, Port Charlotte 33952
 Phone: 941-627-2222 Fax: 941-627-9730
 Email: J Caffee@charlottecountycommerce.org