



Office Use Only:

Paid _____ Date _____ Initials _____

Chamber Facility Rental Prices

This agreement is for facility use and rental only. Staff services are not provided with room rental.

No audio visual equipment is available.

Payment is due prior to the rental.

Small Meeting Room

- ☐ Members \$15.00 Per Hour + Tax (Minimum Payment of \$20.00)
- ☐ Non-Members \$30.00 Per Hour + Tax (Minimum Payment of \$40.00)
- ☐ Members \$60.00 Full Day + Tax (9:00am – 4:30pm)
- ☐ Non-Members \$120.00 Full Day + Tax (9:00am – 4:30pm)

Large Meeting Room

- ☐ Members \$30.00 Per Hour (Including Set-Up & Clean-Up Time) + Tax
- ☐ Non-Members \$60.00 Per Hour (Including Set-Up & Clean-Up Time) + Tax
- ☐ Members \$100.00 Full Day + Tax (9:00am – 4:30pm)
- ☐ Non-Members \$200.00 Full Day + Tax (9:00am – 4:30pm)

Services/Additional Charges

- ☐ Coffee – \$5.00 Per Carafe
- ☐ Smart Board and USB cable –
 - Members First Use – FREE
 - Non-Members First Use - \$25.00
 - Member Use After Free Trial - \$55.00
 - Non-Members Use After First Use - \$75.00
- ☐ Photocopies/Smart Board Printing – \$0.10 Per Black and White Copy
\$0.30 Per Color Copy
- An additional \$20 will be charged for every 15 minutes the building is occupied beyond the agreed upon time and an additional \$25 for every 15 minutes beyond office hours.
- Meeting Rooms/Building are available before hours, after hours and on weekends. Reservations and payments have to be made a week in advance. Pricing available upon reservation.
- **A cleaning fee of \$25 will be assessed if usage rules are not met.**

Chamber Facility Rental Agreement

Company/Organization _____

Name _____ Phone _____

Number of Participants Expected _____

Number of Carafes Requested _____

Room Requested (Please Circle) Small Meeting Room (10 People Max)
Large Meeting Room (40 People Max)

Meeting Date _____ Time _____

Contact Signature _____ Date _____

***Cancellations require 24-hour notice. Office Hours: Monday-Thursday 8am-5pm, Friday 8am-12pm**

***After office hours pricing – add 25% surcharge**

USE OF CHAMBER FACILITIES

RULES GOVERNING USE OF CHAMBER FACILITIES

1. Facilities are available during normal business hours. If outside those hours, a request will be submitted for consideration and an additional 25% surcharge will be added. The Chamber Office Hours are Monday-Thursday 8am-5pm and Friday 8am-12pm. (Before hours, after hours and weekends available).
2. Alcohol is not permitted unless requested and upon approval. The renter will be required to add the Chamber as an additional insurer and provide proof of insurance 24-hours prior to the rental usage.
3. Chamber facilities must be cleaned by the person or organization using the building. All trash will be placed in a trash container behind the Chamber.
4. Chamber supplies will not be used unless prior arrangements have been made.
5. All lights will be turned off before leaving, and the thermostat will be set at 78 degrees in the summer and 68 degrees in the winter.
6. NO kitchen facilities are available.
7. There is a NO Smoking Policy in the Chamber building and on Chamber grounds.
8. Please keep in mind the Chamber is open for business and noise should be kept to a minimum out of respect for Chamber Staff and operations.
9. The Chamber has limited parking, so all vehicles must be removed at the end of the rental time.

LIABILITY RELEASE

1. Release and hold harmless the Niceville Valparaiso Chamber of Commerce, Inc. and the Niceville Valparaiso Chamber of Commerce Foundation, Inc. for any damage to the renter's or gratis user's personal property or equipment.
2. Release and hold harmless the Niceville Valparaiso Chamber of Commerce, Inc. and the Niceville Valparaiso Chamber of Commerce Foundation, Inc. for any personal injury to anyone for any reason whatsoever on the Chamber premises.

Any damage to Chamber property while occupying the facility will be the responsibility of the user.

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I have read the above conditions and agree to abide by them. If any discrepancies are found, I realize that future use of the Chamber facilities could be denied.

I have read the Liability Release and agree to the terms.

Company/Organization _____

Name _____ Phone _____

Date(s) & Time(s) of Usage Requested: _____

- ☐ Normal Business Hours
- ☐ Outside of Normal Business Hours
- ☐ Request Alcohol (By checking this box I understand insurance must be provided 24-hours prior to room usage.)

Signed _____ Date _____

Please complete this form and return to submit your request. We recommend with date options for availability purposes. You may contact us at (850) 678-2323 or email events@nicevillechamber.com for further information.