

Usage Request for Henry County Chamber's Business Resource Center

Email completed request to Henry County Chamber (PReeves@HenryCounty.com)

Business Name _____

Contact Person _____

Email _____ Mobile Phone _____

Mobile Carrier _____

Chamber Member Yes No

Date Requested _____ Time Requested _____

Meeting Purpose _____

Number Attending _____

Small Conference Room (up to eight people) Less than four hours: \$150 More than four hours: \$300

Large Conference Room (between six and 15 people) Less than four hours: \$200 More than four hours: \$400

The Henry County Chamber will provide the following:

Coffee Flat Screen White Board
 WiFi Other _____

Businesses using the Chamber Resource Center will name the Henry County Chamber as an "additional insured" and will "waive subrogation." The Henry County Chamber may request prior to use that the business provide a certificate of liability insurance.

Use of the Resource Center and its related materials and equipment are available for community use based on availability. The Resource Center is available to our members at a reduced cost of 25%. Non-members may use the room based on availability for a nominal fee. Businesses are encouraged to schedule no sooner than three weeks in advance. The chamber staff reserves the right to allow use of the room.

While utilizing the conference room, please note that you assume full responsibility for arranging/restoring the Resource Center, proper use of all materials and equipment, maintaining order, content and length of meeting, as well as all opinions and positions expressed. You may bring in food and beverage, *although there shall be no alcohol served*. The Chamber will gladly provide coffee. Any damages that may occur will need to be repaired at current market value. The Chamber retains the right to refuse Resource Center usage based on, but not limited to, meeting time, room availability, and content of the meeting. The conference room is not a place to directly promote your business (e.g., conduct for-profit seminars and various revenue-generating activities) unless in partnership with the Henry County Chamber of Commerce for activities to further promote our mission.

We certainly hope that our intent to offer our community, both members and non-members, a space to host company retreats and or meetings is helpful to you. If we cannot meet your needs, we would be happy to refer you to one of our members that may be able to host your event.

Signature _____ Date _____

Approved _____ Date _____

Conference Rooms are available Monday through Friday between 8:30 a.m. and 6:00 p.m. For other times, prior approval is required.