

# Madison Depot Room Rental Contract

This agreement is made between the Greater Madison Area Chamber of Commerce and \_\_\_\_\_

Lessee: \_\_\_\_\_ Lessee Contact Number: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

## Depot Community Room Rental/Use Policy:

Chamber Investors may use the Depot Meeting Room Free of charge up to twice monthly for business usage. Chamber member non-business/private usage and non-member usage of the Depot Meeting Room is \$75.00 per reservation request and must be paid in advance.

You may cancel your rental up to 48-hours before the reservation begins and receive a full refund. Cancellations made in the 48-hour period are non-refundable.

## Lessee agrees to the following:

1. Ensure the room is as clean when you leave as it was when you came. Please see the checklist below.
2. Items in the kitchenette cupboards are the property of the Madison Chamber of Commerce and cannot be used without permission.
3. No smoking is allowed within 10 feet of the building. Please smoke in the brick plaza area and discard cigarettes in the provided container.
4. **If you will be serving alcohol at your event, you must make application sufficiently in advance of the event and receive an alcohol consumption permit from the City of Madison Police Department per Article II.4-41 Section 4-24 Issuance of a special malt beverage license.**
5. GMACC Staff will send Lessee an email or text with a lockbox code prior to rental date. When finished with the room, the key must be placed on the window ledge by the Chamber office door. The main entrance door to the Depot building must be locked by turning the deadbolt and pulling the door shut.
6. The Lessee is responsible for any necessary repairs caused by its use of the facility that exceed ordinary wear and tear. Any significant changes to the interior or exterior of the facility by the Lessee must be approved by the Chamber.
  - o **No red beverages are to be served in the Depot.**
  - o **Be cautious to the flooring, pick up and move chairs, do NOT drag chairs on the floor or carpet. Any repairs of damages are the responsibility of the lessee.**
  - o **No open flames are allowed in the Depot. This includes candles, incense, and etc.**

## **Depot Room Cleaning Checklist:**

- Wipe off tables
- Vacuum/Sweep
- Replace any moved furniture
- Take garbage bags out to the dumpster at the west end of the building and replace with empty garbage bags
- Turn off the lights
- Leave the key on the window ledge by the Chamber office door
- Lock the main entrance door

The GMACC reserves the right to deny future usage to anyone who fails to follow the above standards.

Thank you for your support! Payment/arrangement for payment is expected upon completion of this reservation form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
GMACC Staff

\_\_\_\_\_  
Date

**Revised 1/24/2022**