



## ANHEUSER-BUSCH COMMUNITY ROOM RENTAL POLICIES

Thank you for selecting the Anheuser-Busch Community Room for your event. Use of the room by members and non-members is for business purposes only and is at the discretion of the Chamber CEO.

The Community Room may be reserved Monday through Sunday from 6:00 a.m. to 10:00 p.m., excluding holidays. To reserve the room, please complete the Anheuser-Busch Community Room Use Application form and submit with payment 10 days prior to your event.

### RENTAL RATES AND CHARGES

LENGTH OF USE	MEMBER COST	NON-MEMBER COST
Week Day – Up to 4 Hours	\$250	\$400
Week Day – Over 4 Hours	\$350	\$500
Weekend – Any Amount of Time	\$400	\$600
Non-Profits (with Proof of 501 Status)	\$200	<i>(same as above Non-Member prices)</i>

Cancellation must be made at least 48 hours prior to the event in order to receive a refund.

There is a security deposit of \$200 for all rentals. The deposit may be paid by credit card or check which will be held until after the event. The deposit will be returned to you after the event and prompt return of the key card, minus expenses to cover any damages or excessive cleaning.

The key card may be picked up or returned to the Chamber office between 8:30 a.m. and 5:00 p.m., Monday through Thursday. On Fridays, the key card must be picked up by noon. If a key card is lost or a door left unlocked, an additional \$100 fee will be charged.

### ROOM AMENITIES

The Anheuser-Busch Community Room seats up to 100. It is handicapped accessible, has ample parking, a public entrance, restrooms, and a full, attached kitchen with serving bar. Free Wi-Fi is available. The use of AV equipment is available for an additional fee of \$50. Copies can be made during business hours for \$0.10 per page.

### GUIDELINES

- The reserving party is responsible for set up of the room for the event.
- Signage for events cannot be placed outside the Chamber building.
- No materials are to be fastened to the walls or hung from the ceiling.
- No smoking is allowed in any part of the building.
- Please leave the thermostat at 68° in winter and 78° in summer.
- All trash must be taken to the dumpster behind the Chamber immediately following the event.
- Please turn off all lights and fans when leaving.
- Notify the Chamber of any damages, spills, or problems with the room.

**Cartersville-Bartow County Chamber of Commerce**

reception@cartersvillechamber.com | 770.382.1466



# CARTERSVILLE-BARTOW CHAMBER

## ANHEUSER-BUSCH COMMUNITY ROOM RENTAL APPLICATION

Are you a Chamber Member? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a Chamber Champion? \_\_\_\_\_ Yes \_\_\_\_\_ No

Organization: \_\_\_\_\_

Person Responsible for Facility: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Room Rental Time: (Begin) \_\_\_\_\_ (End) \_\_\_\_\_

*List the entire timeframe you will be using the room, including time needed for event set up and break down.*

Number of Participants: \_\_\_\_\_

*The Anheuser-Busch Community Room can seat 100 without tables or 60 with tables.*

Use of AV Equipment (+\$50): \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you plan to serve alcohol? \_\_\_\_\_ Yes \_\_\_\_\_ No

*If alcohol will be served, the renter must secure law enforcement officers to be present at the event. The fee is typically \$40.00 per hour for each officer (four-hour minimum) and it is to be paid in cash on the day of the event. This expense is not included in the room rental. All state and local laws and license agreements apply.*

I accept the terms of this agreement, agree to adhere to the Anheuser-Busch Community Room rental policies and rules provided to me prior to signing this agreement, and agree to be financially responsible for any damage to furnishings, equipment, or the facility. I understand that if I do not give 48 hours' notice of cancellation, I will lose my deposit, and that if a door is left unlocked or a key card lost, I will pay an additional fee of \$100.

Signature of Authorized Person (Must be the same as Person Responsible for Facility.)

Date

Rental Fee: \$ \_\_\_\_\_

Cash: \_\_\_\_\_

AV Equipment/Other Fees: \$ \_\_\_\_\_

Check No: \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

Credit Card: \_\_\_\_\_

Date Paid:

Chamber Approval:

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