



McMinnville

WARREN COUNTY, TN

• WHERE LIFE'S IN FULL BLOOM •

Chamber of Commerce Community Room Rental Agreement

The Following are the cost and regulations for the use of the Chamber Community Room, located at 110 South Court Square, McMinnville, TN 37110, Phone: 931-473-6611

Rental Date: _____ (Please note: If set-up time is needed the day before please include in the rental date and add the appropriate rental Fee.)

Time of Day: From: _____ to: _____

Rental Purpose (Please be specific): _____

Rental Amount (Due upon reserving the room): \$ _____ Method _____

Deposit Amount: (Due when key is picked up): \$ _____ Method _____

Comments: _____

Fees

Chamber Members: (Half Day-5hrs) \$40 (Whole Day) \$65

Non-Members: (Half Day-5hrs) \$70 (Whole Day) \$120

Regulations

Use of the Community Room is on a first-come, first-served basis and is schedule through the employees of the Chamber of Commerce.

- **Rental is ONLY FOR THE SPECIFIED DATE & TIME.** Any prior set-up the day or night before must be included in the rental agreement and the fee added accordingly. See the fee schedule above for pricing.
- Rental payment is required in advance along with completion of rental agreement, in order to reserve the room.
- A deposit (same amount as the rental fee) is required upon picking up the key. The deposit will be shredded/ returned ONLY if found suitable upon inspection, buy the chamber staff the following business day. (All regulations must be met)
- The Thermostat **MUST** be returned to **75 degrees in summer** and **65 degrees in winter.**
- Renter is responsible for any damages to the building and/ or furnishings at repair or replacement cost.



McMinnville

WARREN COUNTY

• WHERE LIFE'S IN FULL BLOOM •

- The room is to be left in as good or better condition that it was found (please return tables, chairs, and other items to their original configuration).
- The renter is responsible for providing their own trash bags and disposable products and taking their trash out to the garbage cans in the side parking lot next to the chamber building.
- The community room door must be locked and the key should be left on a table in the room, or a \$10 fee will be assessed.
- No refunds will be given without a 14 day notice prior to the event date.
- **If the event is schedule after regular office hours, renter is responsible for picking up the key during the hours of 8:00am and 4:30 pm, Monday through Friday.**

I have read and understand the above fees and regulations and agree to abide by them.

Renter

Name: _____

(2) Telephone Numbers: _____

Address: _____

Renter's Signature

Date: _____

Chamber of Commerce Rep.

For questions please call:

M-F 8:00am-4:30

931-473-6611

Emergency After Hours

615-598-4751

Signing this agreement releases the employees, Board of Directors, and volunteers of the McMinnville-Warren County Chamber of Commerce from any and all liability, claims, demands, actions or causes of actions arising out of or related to (i) any injury or illness, including death, that may be sustained or which caused during the course of the use of the McMinnville-Warren County Chamber of Commerce Community Room (henceforth referred to as "Community Room" or (ii) any loss of damage to person property, while renting the Community Room and any activities incidental to participating in the rental of the Community Room.