

# Madison Depot Community Room & Museum Rental Contract

This agreement is made between the Greater Madison Area Chamber of Commerce (hereafter called Chamber) and \_\_\_\_\_ (hereafter called Lessee).

Lessee Contact Person: \_\_\_\_\_ Lessee Contact Cell Phone Number: \_\_\_\_\_

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

Date: \_\_\_\_\_ Time(s): From \_\_\_\_\_ To \_\_\_\_\_ (This may only be one day per contract)

### Depot Community Room Rental/Use Policy:

Chamber members may use the Depot Meeting Room Free of charge up to twice monthly for business usage. A Madison Depot Community Room & Museum Rental Contract must be completed in advance for each day of the room usage and following a reservation request.

Chamber member non-business/private usage and non-member usage of the Depot Meeting Room is \$30.00 per reservation request and must be paid in advance. A Madison Depot Community Room & Museum Rental Contract must be completed in advance for each day of the room usage and following a reservation request.

### 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. If the shades on the east end of the room are not to be opened. The sun causes damage to the Depot Museum artifacts.
4. No smoking is allowed within 10 feet of the building. Please smoke in the brick plaza area and discard cigarettes in the provided container.
5. **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.**
6. The **key must be picked up anytime** from Wednesday-Friday, prior to 4:30 PM if the Lessee plans to use the room over the weekend. 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**.
7. 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 is the responsibility of the lessee.**
  - o **No open flames are allowed in the Depot. This includes candles, incense, and etc.**
8. Items in the glass cases are a part of the Depot Museum and may not be touched or removed at any time!

### **Depot Room Checklist:**

- Wipe off tables
- Vacuum/Sweep
- Replace any moved furniture
- Take full 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
- Close the blinds at the east end of the building

The Madison Chamber of Commerce 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

Chamber staff signature

Date

Revised Final 11/11/16