



Lemoore Chamber of Commerce
300 "E" Street, Lemoore CA 93245
Office: 559-924-6401 Fax: 559-924-4520
Depot / Freight Room Policies

Application for Use: This document must be completed and signed by renter. Once approved, an initial deposit* is required to reserve the date being requested. The remaining deposit is due a minimum of 30 days prior to reservation date. **Please note, any and all deposits, will be deposited immediately into Lemoore Chamber of Commerce (L.C.O.C.) bank account. Any and all deposit refunds will be issued in the form of a L.C.O.C. check. *Refund checks will be mailed to renter within one to two weeks following the date of rental.*

All names on Event Contract, must match Deposit/Fee checks, Liability Insurance and Security Agreements

Facility Rental Rules:

The following Rules are to be observed when using the Freight Room.

- **Freight Room capacity is 90. _____INITIAL**
- The facility is not reserved until application and deposit have been submitted to Lemoore Chamber
- All exits must be unobstructed and easily accessible.
- The use of tacks, staples, nails, or tape on tables, chairs, walls, ceiling, or lights is **NOT PERMITTED**. Masking tape may be used on paneling and tables only and must be removed immediately following event. Confetti use in facility and on the deck is prohibited.
- Smoking is **PROHIBITED** inside the facility and on the deck in accordance with AB13. Smoking outside the facility must be 20 feet from any entrance or exits or operable (open) windows in accordance with AB846.
- The use of lit candles or open flame are **NOT PERMITTED**. In accordance with Administrative Code Title 19, Article 6, Section 624.
- If the facility or equipment is damaged, marred, or defaced, by the act, default, or negligence of the renter, or his/her guests, or any person admitted to the facility by said renter, the renter will pay to the Chamber the amount that the Chamber shall determine to be necessary to restore the facility or equipment to its condition prior to such damage. _____INITIAL

Security Deposit Fees: (amount of deposit is determined by rental group classification)

Security Deposits are due 30 days prior to the event. Rental Fees are due 2 weeks prior to Event. Reservations made more than 30 days prior to event, must complete the application form to be held on file. If a reservation is made less than 30 days prior to Event, the full deposit and rental fee is due at time of booking. Security Deposits **will not** be refunded if the rental reservation is cancelled within 30 days of event. Security Deposits **will** be refunded for cancellations with more than 30 days notice.

Deposit will be returned only if all the following conditions are met:

- * All trash is removed from kitchen, restrooms, freight room, deck and taken to the dumpster.
- * All tables and chairs must be wiped down and placed in appropriate racks.
- * Freight room, kitchen and restroom floors must be swept & mopped.
- * All lights and thermostats must be turned off.
- * Key must be returned by 9:00 a.m. the following business day. Unless other arrangements have been made in advance of the use of the facility.
- * Building must be left securely locked.
- * Facility and equipment must be left undamaged. An inspection will be conducted by Lemoore Chamber staff & renter before & after building rental. _____INITIAL

Waiver of Liability and Hold Harmless

The Lemoore Chamber of Commerce is not responsible for accidents, injury, illness or loss of group or individual property. Renter has agreed to sign a Hold Harmless Agreement, which is on page 3 of this contract.

Liability Insurance

\$1,000,000 CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED

Proof of Comprehensive Liability Insurance with Contractual Liability Coverage in an amount of not less than one million dollars (\$1,000,000) naming Lemoore Chamber of Commerce as additional insured is a requirement. Insurance must be received a minimum of 7 days prior to event. Policy term must show date of the event, and additionally insured must read: **CITY OF LEMOORE & LEMOORE CHAMBER OF COMMERCE, 300 "E" STREET, LEMOORE, CA 93245. Deductibles cannot exceed \$1,000.**

This coverage is easily obtainable through a personal homeowners or renter insurance program, as well as various online websites. We will accept faxed copies: 559-924-4520.

Alcoholic Beverages:

The Lemoore Chamber of Commerce reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law.

NO ALCOHOL IS ALLOWED AT ANY CHILD/YOUTH BASED EVENT

- The use of alcoholic beverages must be requested and approved by the Lemoore Chamber of Commerce CEO before application process is completed.
- **Security Guards** will be contracted through Lemoore Chamber of Commerce. One licensed guard for the first 50 people, plus an additional guard if over 50 people is required if alcohol is served or allowed to be brought onto the premises. Payment for security must be paid in full 10 days prior to event. **2 hr minimum.**

Number of Guards _____ X Current Rate @ **\$22.00/hour** = Total _____ **INITIAL**

Failure to acknowledge presence of alcoholic beverages will result in a loss of security deposit.

- Groups or individuals desiring to sell alcoholic beverages must obtain and show proof of a one-day liquor license from: Alcoholic Beverage Control, 1330 B E Shaw Ave, Fresno, CA 93276

I have read and thoroughly understand the Facility Rules and Regulations.

Signature of Renter

Date

All hourly fees include one free hour for set-up and clean-up.

Rental Group Classification

GROUP A (Chamber or City Sponsored Events)	GROUP B (Non-Profit or Chamber Member)	GROUP C (Non Chamber Members)
No Fee	Daily Rental Fee \$100	Daily Rental Fee \$225
	Security Deposit for daily and hourly rentals \$400	Security Deposit for daily and hourly rentals \$500
	(Security Deposit due 30 days prior to reserved date, Rental Fee due 2 weeks prior)	(Security Deposit due 30 days prior to reserved date, Rental Fee due 2 weeks prior)

Name of Renter

Date of Event

Hold Harmless Agreement

I, _____ shall indemnify and hold harmless the Lemoore Chamber of Commerce for all losses and damages in connection with both personal and real property resulting from any act or omission of any individual attending the event for which this Rental Agreement is issued, whether or not caused by negligence. Renter shall further indemnify and hold harmless the Lemoore Chamber of Commerce from any and all damage, or loss, or liability of any kind whatsoever occasioned upon and or within the rented premises (as described in the rental agreement or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any injury or property of third persons occasioned by any act of omissions, neglect, or wrongdoing of the Renter or any of his, her and or its officers, agents, representatives, assigns, guests, employees, invites, or other person admitted by the Renter to the premises, and the Renter will, at his or her and/or its own cost and expense, defend and protect the Lemoore Chamber of Commerce against any and all such claims or demands. Renter shall further pay and reimburse the Chamber for all costs of enforcement and collection resulting from the Rental Agreement incurred by the Chamber, including but not limited to, reasonable attorney's fees. Renter agrees to prevent loitering and the presence of unauthorized persons during all such usage periods and further authorizes the Chamber to expel individuals and/or terminate the Agreement immediately without notice in the event the Chamber becomes aware of any form of damage, destruction, or other violation of law occurring on Chamber property.

I have read the terms of the above, as well as the complete rental agreement and agree to comply.

Signature of Renter

Date Signed

_____ to _____
Beginning Time Ending Time
(including set-up) (including clean-up)

With prior CEO approval, renter may pickup
key the evening before event date:

YES: _____ NO: _____

Rental Purpose

Number of Guests: _____

_____ Date of Event

_____ Printed Name of Renter

_____ Address

_____ Organization/Business

_____ City, State, Zip

_____ Contact Number

_____ Email Address

Signature of Renter

-----**ADMINISTRATION USE ONLY**-----

Forms / Copies Attached:

- *Proof of Insurance
 ***\$1,000 Maximum Deductible**
- Liquor License (if applicable)
- Copies of issued receipts
- Security Contract (if applicable)

Payment Information:

Deposit: _____
 Amount

Method:

- Cash
- Check # _____
- Debit / Credit Card
- Receipt is issued to renter

Rent: _____
 Amount

Method:

- Cash
- Check # _____
- Debit / Credit Card
- Receipt is issued to renter

Security Guards: # _____
Current Rate _____ **Total** _____
Date _____ **Payment Type** _____

Post Event:

- Post event room evaluation is finished and approved.
- Deposit is Returned

Approved By: _____

Key Distribution and Return:

Freight room key has been issued.

_____ Date _____ Initials of Renter _____ LCOC

Freight room key has been returned.

_____ Date _____ Initials of Renter _____ LCOC

- YES**, alcohol will be present at this event
(Approval from CEO needs to be granted)
- NO**, alcohol will NOT be present at this event

Request for Alcohol Approved:

ABC Permit Required YES NO
Security Required YES NO

CEO Signature