

## Conference Center Rental Agreement

ORGANIZATION

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

CONTACT

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

RENTAL RATES & DATES

Date(s) Requested: \_\_\_\_\_ Time: \_\_\_\_\_ Approx. Number of Attendees \_\_\_\_\_

Chamber Member     Non- Member

**Amenities Needed:** \_\_\_\_\_

Room Only (see rental fees chart) \_\_\_\_\_

Coffee/cups/sugar/creamer .....**\$25** \_\_\_\_\_

Bottled water (up to 20).....**\$30** \_\_\_\_\_

Audio/Visual Equipment.....**\$30** \_\_\_\_\_

Computer (for PowerPoints, etc.)

Large-screen monitor

**TOTAL** \_\_\_\_\_

<b>Rental Fees:</b>	Chamber Members	Non Members
<b>Hourly Rate</b> (per hour)	\$58	\$84
<b>Half Day</b> (8 a.m.-noon or 1 – 5 p.m.)	\$168	\$221
<b>All Day</b> (8 a.m. – 5 p.m.)	\$305	\$415
<b>Evening Rental</b> (Mon.-Fri. 5 – 9 p.m.)	\$110	\$168
<b>Saturday Rental</b> (Same rates apply. Half Day or Full Day only)		

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Chamber Signature

By signing, renter agrees to abide by the guidelines of this document. Full payment is required to secure the reservation. 48-hour notice of cancellation required for full refund. Cancellation fee when less than 24-hour notice is equivalent to one rental hour.

ROOM INFO

**Room Rental Guidelines:**

- Advanced reservations required. Room is rented on a first-come basis.
- **Keys must be picked up during regular Chamber business hours (8:30 a.m. – 5 p.m., Monday – Friday).**
- Tables may be reconfigured to suit meeting needs but must be returned to original configuration.
- Please clear tables and countertops of food and printed materials upon departure. Put all trash in wastebaskets provided.
- Incorporate set-up and break-down time when reserving the room.
- Turn off all lights in the room, lock the door from the outside, and leave the key at the front desk. (Drop through the mail slot if after hours).

<b>Amenities Include:</b>
• Private entrance
• 30 executive and 9 metal folding chairs
• Modular conference tables
• Flat panel monitor for computer projection
• Kitchenette (sink, microwave, coffee-maker)
• Private restroom

PAYMENT

**Payment Method:** (circle one)    Check    Cash    Credit Card (Visa    MasterCard    AmEx    Discover)

Name on Card: \_\_\_\_\_ Credit Card #: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Security Code: \_\_\_\_\_ Exp Date: \_\_\_\_\_

City / State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

## HOLD HARMLESS

\_\_\_\_\_ Hold Harmless: Applicant hereby agrees to hold the Greater Conejo Valley Chamber of Commerce, Woskow & Witte Properties, LLC, individual members, officers, agents and employees free and harmless from any loss, damages, liability, personal injury, death, cost, or expense that may arise out of or be caused in any way by such use and/or occupancy of Chamber facilities except where personal injury, bodily injury and/or property damage result from the Chamber's negligence.

\_\_\_\_\_ Liability Insurance: The applicant agrees to maintain public liability insurance in amounts satisfactory to the Greater Conejo Valley Chamber of Commerce and Woskow & Witte Properties, LLC at all times during the term of this permit. Applicant shall take out and keep in force during the term hereof at applicant's expense, occurrence form public liability, including bodily injury, property damage and personal injury insurance to protect the Greater Conejo Valley Regional Chamber of Commerce and Woskow & Witte Properties, LLC against any liability to the public, incident to the use of or resulting from any accident occurring in or about the property. Applicant shall furnish to the Greater Conejo Valley Chamber of Commerce a certificate of **liability insurance in the amount of one million dollars (\$1,000,000). To indemnify against the claim of any one occurrence and two million dollars (\$2,000,000) combined single limit in the aggregate.** Insurance shall also include a **fire damage liability of not less than fifty thousand dollars (\$50,000) for damages because of property damage to said property arising out of any one fire.** Said certificate of insurance shall name the **Greater Conejo Valley Chamber of Commerce and Woskow & Witte Properties, LLC** as an additional insured and be placed on file with the Greater Conejo Valley Chamber of Commerce.

\_\_\_\_\_ Certificate of Insurance attached with the following details:

**Additional Insured Names:**

- **Greater Conejo Valley Chamber of Commerce**
- **Woskow & Witte Properties, LLC**

**Amounts:**

- Liability insurance in the amount of one million dollars (\$1,000,000).
- To indemnify against the claim of any one occurrence and two million dollars (\$2,000,000) combined single limit in the aggregate.
- Fire damage liability of not less than fifty thousand dollars (\$50,000) for damages because of property damage to said property arising out of any one fire.

\_\_\_\_\_  
print name

\_\_\_\_\_  
signature

\_\_\_\_\_  
date