



## EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_ Room: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Check Out Time: \_\_\_\_\_

Member / Company name \_\_\_\_\_

Contact name of Responsible Party (must attend event)\_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- Commerce Center use is limited to Chamber members in good standing for business or personal events.
- A signed contract and payment in full must be received to reserve the date(s) and time(s).
- Event set-up may start no earlier than 6AM, and check out time must be before 12:00AM. Events that run after 10PM are tentative until an after hours attendant is acquired.
- User is responsible for all set up, clean up (including trash disposal) and returning the room(s) to the configuration in which they were found. Additional charges may be incurred if extensive cleaning is needed, or if rental time exceeds reservation.
- Use of Commerce Center electronic equipment becomes responsibility of Chamber member that signed this agreement.
- If an accident occurs, users must contact the staff immediately for help. Any property damage will be assessed at actual cost for restoration or replacement.

**Rooms at no cost:**

<input type="checkbox"/> 1st floor conference room Capacity 6-8	<input type="checkbox"/> Band Festival Room Capacity 40-45	<input type="checkbox"/> Farrer Room Capacity 10-12
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**Rooms with rental fee:** ☐ Board Room– Half/Full day : \$25\* \_\_\_\_\_  
☐ Anderson Event Room– Half day (up to 5 hours): \$200 \_\_\_\_\_  
☐ Anderson Event Room– Full day (greater than 5 hours): \$300\* \_\_\_\_\_

**Attendant Fee:** \$15 x \_\_\_\_\_ hours \_\_\_\_\_

**Tablecloth rental:**     \$10 x           cloths

**Projector:** \$15 per day

**Also available at no cost:** *(please circle)* Dry Erase Board, Easel, Audio/Video, Screen

FOR OFFICE USE

Invoice #: Invoice Date: Date Paid: Attendant:

Credit Card Type:      ☐ Visa    ☐ MasterCard    ☐ Discover    ☐ American Express

Card Number \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

Billing Zip Code

TOTAL

Payments should be made to *Mason City Chamber of Commerce*

**Primary Contact / Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chamber Member Contact:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I acknowledge I have read, understand and agree to the attached “Conditions and Responsibilities of the North Iowa Regional Commerce Center.”**

\*Includes set-up and clean-up. Room use in excess of the allotted time will incur additional room rental fees plus \$15 per hour After Hours Attendant fee.

**Cancellation Policy:** If a cancellation request is received less than thirty (30) days prior to the rental date the applicant forfeits one-half (1/2) of room rental fees.

### **Deposit / Rental Fees:**

Rooms are only available to Chamber members in good standing. Reservations are required in advance. A signed contract, date-hold deposit equal to 100% of the anticipated rental fee is required to reserve the date(s) and time(s).

### **After Hours Attendant:**

The Chamber requires an After Hours Attendant to be on-site for meetings/events scheduled outside of normal business hours. Normal business hours are Monday-Friday 8AM to 4:30PM, except holidays. Night and weekend users must notify the NIRCC staff on duty at the end of the event so the room may be locked and the group's period of guardianship concluded. The attendant will complete a checklist to verify the property and equipment condition. **NOTE:** The user is responsible for all set up, clean up (including trash removal), and returning the room(s) to its original condition.

### **Cancellations and Refunds:**

If cancellation request is received at least thirty (30) days prior to the rental date, the room rental fee will be refunded. If the request is received less than thirty (30) days prior to the rental date the applicant forfeits one-half (1/2) of room rental fees.

### **Liability:**

Mason City Chamber of Commerce, Chamber of Commerce Foundation, North Iowa Regional Commerce Center tenants and employees are not responsible for accidents, injury, or the loss of individual property for groups using the facilities. The Mason City Chamber of Commerce cannot undertake to care for or store any materials for groups or individuals using the facilities, and will not be responsible for such materials while on the premises.

### **Damages:**

Damage to Commerce Center property or equipment caused by the renter will be charged to the renter. Renter agrees to reimburse the chamber for the actual cost for replacement or repair.

### **Catering/Kitchen Use/Trash Removal:**

Use of caterers is allowed. The kitchen space is to be used for final food presentation, plating and bussing only. Kitchen space will be in a clean condition and the space should be returned to a clean condition immediately following the event. Please refer to the check list posted in the kitchen area. All trash, including sorted recyclables, must be collected, properly bagged, and wheeled in the refuse container (to prevent leaking) to the vestibule near the back alley. It should then be emptied, a new liner placed in it, and returned to the room. Any items or equipment brought in by the renter should be removed before the end of the rental period.

### **Parking:**

Depending on the time of the event, it is recommended that parking instructions be given to guests in advance.

### **Decoration:**

The Chamber wants to make every event here a special and welcoming experience. Therefore, the renter may arrange and move the tables and chairs if they choose. However, the renter must also leave the room in the same configuration as found. No decorations may be placed on the walls or hung from the ceiling. No glitter or confetti is allowed. No candles or open flames are allowed. Any damage will be charged to the renter.

### **Lost and Found:**

The Commerce Center takes no responsibility for personal effects and possessions left on the premises during or after any event. Recovered items will be held up to 14 days. Every attempt will be made to return any recovered item to its rightful owner.

### **Publicity:**

All advertising and public notices of meetings and events to be held in the rooms are to refer to the location as the North Iowa Regional Commerce Center at 9 North Federal in Mason City. No event should be advertised in a manner that suggests Mason City Chamber of Commerce sponsorship when there is none. The Mason City Chamber of Commerce neither approves or disapproves of the content presented in meeting rooms, and does not accept responsibility for ensuring accuracy, or that all points of view are represented.

### **Equipment:**

The Board Room and Anderson Event Room are equipped with an overhead projector and pull down screen; both are HDMI compatible. The Anderson Event Room also offers a Microphone, Lapel microphone, and Laser pointer. All rooms have Wi-Fi Internet access.

A portable projector and screen is available for a \$15/day rental fee. Available upon request at no fee: Easel, Screen, Dry-Erase Board.

### **Smoking:**

**No Smoking or Vaping allowed in The Commerce Center or 3rd floor patio.**