

THE WARD CHAMBER OF COMMERCE – CATERING & RENTAL POLICY - DATE

The Ward Chamber of Commerce is pleased to offer its facilities for your next meeting, catered event, or party. Seating can be arranged conference style or banquet style for large & small groups.

The Ward Chamber of Commerce is conveniently located and offers ample free parking for your guests. It's spacious, casual floor plan makes it the ideal choice for industry seminars, luncheons, receptions, reunions, dinners, sales meetings, product demonstrations or training events.

RENTAL FEES

Tier 1: Facility ONLY (to include tables and chairs)

- The Ward Chamber of Commerce Members \$ 75
- Non-Members \$100

Tier 2: Facility and Kitchen Usage

- Tier 1 Prices PLUS
- Kitchen Usage for Food Preparation (Cooking) \$75

Tier 3: Facility, Kitchen, Parking Lot, and Empty Lot

-
- Tier 1 Prices PLUS
- Kitchen Usage for Food Preparation (Cooking) \$75
- Grounds and Parking Lot \$75

Tier 4: For Profit Usage

- Vending Events/Trade Shows/Expos (Chamber Members) (Facility Only) \$150
- Vending Events/Trade Shows/Expos (Non-Members) (Facility Only) \$200
- PLUS for Kitchen Usage for Food Preparation (Cooking) \$75
- PLUS for Grounds and Parking Lot \$75

Tier 5: Service/Non-Profit Organizations

TBD per event

ADDITIONAL CHARGES

Clean Up Service \$50

DEPOSITS

Security Deposit (Refundable) – To Reserve a Date \$100
Cleaning Deposit (Refundable if facility is cleaned per agreement) \$50
Kitchen Usage Deposit (Refundable) \$50
Grounds and Parking Lot Deposit (Refundable) \$50

RENTAL POLICIES
No alcoholic beverages may be served

No function is considered to be booked until there is a signed event order detailing the event specifications and costs.

All functions must be hosted by a person or organization. Organizations must designate one (1) person to be the host/contact person/contact who will be directly responsible to The Ward Chamber of Commerce for making all arrangements and for billing. The host/contact person/contact person must be present for the function. If this person is unable to be present, an on-site contact must be designated in writing prior to the event. The host/contact person/contact or on-site contact will be the only people authorized to approve any changes from the specifications on the event order.

Normal rental hours are 8 a.m. to 10 p.m. daily. Occupancy in times other than the normal rental hours must be arranged with the staff prior to the function. There may be an additional charge for occupancy outside of the normal hours.

The rental fee schedule is for the use of the inside of the building only. Use of the kitchen for food preparation or the grounds for any purpose other than parking will incur additional fees.

The Ward Chamber of Commerce functions are given priority in the allocation of event space. Facilities will be rented accordingly. The Ward Chamber of Commerce reserves the right to cancel any event order with a two week written notice to the host/contact person.

Wedding rehearsals may be held on the day before the event at no additional charge if no other events have been scheduled.

By signing and returning the Event Order the host/contact person/contact person agrees to the rental policies. In no event shall The Ward Chamber of Commerce be liable for the loss of profit or other similar or dissimilar collateral of damages whether based on breach of contract, warranty, weather or otherwise.

- **Admission Fees/Exhibitor Fees.** No admission fees, exhibitor fees or concessions may be charged without prior written approval of The Ward Chamber of Commerce. Such action will result in immediate rejection from the premises.
- **Audio visual (A/V)** equipment may be brought in by host/contact person with prior approval. The Ward Chamber of Commerce is not responsible or liable for any a/v equipment brought in by the host/contact person.
- **Cancellations.** Functions may be cancelled 30 days prior of event date with no penalty. If event is cancelled 7 to 30 days in advance, there will be a penalty not greater than 50% of estimated fees. Functions cancelled within the week of the event will be billed for the entire estimated cost of the function. All cancellations must be made in written form. The Ward Chamber of Commerce reserves the right to cancel any event, with or without cause, by giving a two week written notice to the host/contact person/contact person. In the event of cancellation by The Ward Chamber of Commerce, without cause, the host/contact person/contact person will not be liable for a cancellation fee.

- **Clean-up** after the function is the responsibility of the host/contact person. All trash should be removed from the premises at the conclusion of the event. The clean-up checklist must be completed to the satisfaction of the Ward Chamber of Commerce staff. Clean-up service is available for a \$50 charge.
- **Copies.** If copies are made by your group, there will be a charge of \$.10 per copy added to your invoice. The Ward Chamber of Commerce does not have the staff or capability to do a large volume of copying. This service is provided as a courtesy only.
- **Damages.** The host/contact person/contact person is responsible for any damages done to the premises during the time of their function by the host/contact person/contact person, event attendees, employees or independent contractors engaged by the host/contact person/contact person. The Ward Chamber of Commerce will not assume responsibility for damages or loss of merchandise or articles left inside the building prior to, during or following the function.
 - No alterations to the walls or any part of the building are permitted.
 - Nothing may be thrown inside of The Ward Chamber of Commerce without prior approval. No rice, birdseed, flower petals or other substances will be allowed inside the building. Arrangements may be made for ceremonial send-offs outside of the building in advance of the event. *A \$50 cleanup charge will be added to your invoice for failing to comply with this policy.*
 - No tacks, nails, or other fastening methods may be used on inside walls of The Ward Chamber of Commerce. Any items that must be hung or affixed to the wall must be approved in advance and arrangements made for The Ward Chamber of Commerce staff to secure the items to the walls.
 - The host/contact person/contact person will be responsible for the cost of repair or replacement of any The Ward Chamber of Commerce property (building, grounds, contents, or equipment) which is damaged or destroyed or taken by the host/contact person/contact person or by anyone affiliated with their function. The cost of such repair or replacement will be determined by The Ward Chamber of Commerce and the host/contact person/contact person agrees to pay in full.
- **Deposit.** A deposit of no less than \$100 will be required to secure space for your function. All estimated fees must be paid 7 days prior to the function. Payment may be made in cash, by check. Direct bill arrangements must be negotiated prior to the event date.
- **Entertainment.** The host/contact person/contact person must have prior approval for all entertainment booked into The Ward Chamber of Commerce for their function.
- **Food & Beverage.** Food & beverages may be brought in to the Chamber building with prior approval. Use of the kitchen area for serving is allowed at no additional charge. If the kitchen and/or food preparation or serving pieces are used a \$50 kitchen fee will be charged.
- **Professional Caterers** should provide written proof of both workers' compensation & general liability insurance. **No alcoholic beverages may be served.**

- **The reserving party** will be responsible for providing their own paper products and/or disposable use supplies including plates, cups, utensils, aluminum cooking pans and the like. The reserving party will be responsible for all charges for the use of items belonging to the Ward Chamber of Commerce.
- **Individual hosts** serving food must sign a waiver indemnifying the Ward Chamber of Commerce from liability due to any and all happening or incidents related to this event and the food served.
No alcoholic beverages may be served
- **Fundraising events.** Fundraising events must be approved in advance by The Ward Chamber of Commerce. Approval must be given in written form to the nature of the event, the beneficiary of the event, and the means of promoting the event.
- **Liability.** The Ward Chamber of Commerce is not liable for accidents, damages or theft of renters' property during an event.
- **Pets.** Animals are prohibited inside the Ward Chamber of Commerce with the exception of seeing-eye dogs or other approved service animals.
- **Printed Materials.** A proof of ALL printed materials using the name of The Ward Chamber of Commerce must be approved prior to printing or distribution of these materials. This includes event invitations or announcements. Failure to submit a proof for approval may be cause for The Ward Chamber of Commerce to cancel your event.
- **Security.** If a security guard is required for the event, an additional fee of \$100 will be added to your invoice. All arrangements for security guards must be made by The Ward Chamber of Commerce and requested at least 2 weeks prior to event.
- **Host/contact person** is responsible to see that all activities are properly controlled and supervised. Adequate adult chaperones must be provided if guests are less than 18 years of age. The expected ratio is one adult for every 10 guests under the age of 18.
- **Smoke-Free.** The Ward Chamber of Commerce is a smoke-free building. Smoking is permitted outside the building but no closer than 25 feet.
- **Storage.** The host/contact person/contact person's equipment or materials may be temporarily stored at The Ward Chamber of Commerce with prior approval. Early delivery of decorations, flowers, food and/or beverages or other materials must be arranged in advance with The Ward Chamber of Commerce.
- **Tables, Chairs & Other Equipment.** The use of the tables & chairs belonging to the Ward Chamber of Commerce are included in the rental fee. The reserving party MAY NOT charge a fee of their guests or participants for the use of the available tables and chairs. *The Ward Chamber of Commerce will provide no other equipment or amenities other than table & chairs unless otherwise specified on the Event Order.* Host/contact persons are responsible for their own set-up, breakdown & cleanup.
- **Special Requests** must be made at least two weeks prior to function. These requests may include but are not limited to use of linens, dishes, serving pieces, food preparation items, kitchen and appliances