

# Ward Chamber of Commerce – Community Center Rental Agreement

Fee Category: Tier 1: \_\_\_\_\_ Tier 2: \_\_\_\_\_ Tier 3: \_\_\_\_\_ Tier 4: \_\_\_\_\_ Tier 5: \_\_\_\_\_  
(See attached Catering and Rental Policy)

Date(s) of Use: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

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

Purpose for the Rental: \_\_\_\_\_

Booking Deposit: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Cleaning Deposit: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cleaning Service: Yes \_\_\_ No \_\_\_

Rental Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Estimated Time In: \_\_\_\_\_ Estimated Time Out: \_\_\_\_\_

**Attached is our Catering and Rental Policy for you to keep. Please read it carefully.  
In addition to those items listed on the Policy, please adhere to the following:**

1. **NO** Alcohol, Drugs, and/or Tobacco products will be used in the Community Center.
2. Peace and Order shall be maintained at all times.
3. Please ensure any music or noise levels are kept to a level as to not bother our neighbors.
4. Please ensure all fixtures and furnishings are replaced to proper positions: Tables, Chairs, Counters, etc. Please make sure any décor that is hung on the walls or from the ceiling is completely removed.
5. Please do not sit or stand on tables.
6. Please clean any areas of the building used. Sweep and mop all floors and clean both restrooms.
7. Please wash, dry, and put up any dishes or utensils used.
8. Please empty all trash containers in restrooms and main room and replace trash bags. YOU are responsible for removing all trash when your event is over. The Chamber does not have a dumpster.
9. Before leaving please ensure the following are turned off: Heat/AC Units, Fans, Stove, Coffee Maker, and ALL Lights.
10. Please lock and secure all doors and return the key as directed.

**I agree to the above rental conditions and those listed in the Rental Policy and accept full responsibility for the care of the Chamber facility and/or property. I have read, understand, and agree to the terms and conditions of the cancellation policy. I understand that part or all of my deposit may be used for any damages to or cleaning of the Chamber property that occurred while under my care or use. I release The Ward Chamber of Commerce or any Chamber member from any personal damages or liability. I understand that upon inspection of the building and receipt of the key, my deposit will be returned / mailed within 3 days of rental date.**

**Rental Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chamber Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_