



## Conference Center Agreement for Non- Members

Name: \_\_\_\_\_ Group Name: \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date(s) requested: \_\_\_\_\_ Event Run Time \_\_\_\_\_ to \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Purpose of rental: MEETING ☐ SOCIAL ☐ Other: \_\_\_\_\_  
 Is this a public event? YES ☐ NO ☐ Number of Attendees \_\_\_\_\_

*The maximum capacity of the Missoula Area Chamber of Commerce Conference Room capacity is 50 people  
 - theater style 40 people.*

**Hours and availability Monday - Friday 8am-4pm.**

**Weekend, After Hours, and Holiday rentals will be approved on a case by case basis and for an additional fee.**

**A Credit Card Number is taken as Room Deposit and is required on all reservations.** The card will be charged the full rental amount in the event of cancellation with less than 14 days' notice. Additional fees for cleaning, repairs, or replacement of equipment will be charged if any of the following conditions are found after the rentals date(s) including, but not limited to: damage to furniture, damage to electronics, garbage left in the area, stains on surfaces, or any damage to the property. Even if you are using a member benefit day, a card is still taken to hold the reservation.

Reservation Credit Card #	Expiration Date	CVV / CVC Code
Full Day (8 Hours) \$300		
Half Day (4 Hours) \$150		
Paid By: ___ Check ___ Cash ___ Credit Card Total Charges		\$

### Checks payable to the Missoula Area Chamber of Commerce

By signing and returning this form, the patron hereby agrees to the rental policies set forth. If a violation to any of the conditions set forth in this agreement occurs, the signer and/or their organization may be subject to monetary penalties and will lose the privilege of renting this meeting facility in the future.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**All forms must be returned in order to confirm your meeting room date and time.**

Return completed form to: [info@missoulachamber.com](mailto:info@missoulachamber.com)

PO Box 7577; Missoula, MT 59807

## **Terms**

- All individuals and/or businesses must complete this room rental agreement form.
- Room rental shall be on a first come first serve basis, based on quarterly availability.
- Room availability is Monday through Friday 8am-4pm. Saturday and Sunday rentals will be considered on a case by case basis, and require the "Special Events" Rental Agreement.
- The Missoula Area chamber of commerce reserves the right to terminate the contract with 14 days' notice to meet Chamber needs.
- If terminated by the Chamber, all deposits and payments received by the termination date will be returned to the contract holder.
- Room deposit is due at time of contract signing.
- Payment is due before or on the day of the conference room use.
- Cancellations must be made 14 days prior to the scheduled event. Cancellations with less than 14 days' notice will result in a cancellation fee of \$200 or the half the total booking member price, whichever is greater.
- The Conference Center is a smoke free building.
- Food must be purchased from our preferred vendors list. To go outside the preferred vendor list requires a \$100 fee and approval of the Director of Program and Events.
- Food preparation in the onsite kitchen must be approved by The Director of Program and Event.
- The Chamber is not responsible for property left behind.

Renter Initials\_\_\_\_\_

## **Regulations**

- Renters are responsible for any damage to the facility and/or equipment. All damages must be reported to MCC staff immediately.
- The room must be left in a neat, clean and orderly condition. If these conditions are not met, a Room Cleaning fee of \$200 or the actual cost of cleaning, whichever is greater will be charged and notice will be given to the group. The signer of this contract assumes responsibility for any damage to the rooms, equipment, and/or any other Chamber property during their rental.
- Use of existing A/V equipment is included, but must be operated in accordance with Chamber Guidelines.
- Renters understand that nothing shall be attached to the walls, ceiling or any other fixtures.
- It is understood that the Missoula Area Chamber of Commerce is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during the use of their facility. Renter agrees to release indemnity and hold the Chamber harmless of any such damages.
- Garbage: must be picked up, bagged and placed outside the front door.
- Appliances: all appliances must be checked and turned off.
- Upstairs Administrative offices are off limits and security cameras are in place.
- Parking: use of on street parking Monday - Friday 8am - 5pm. The parking lot is available after hours and on weekends, unless this falls on a Grizzly home game day the Chamber has previously agreed on rental of the parking lot.
- Rental of meeting rooms included coffee, kitchen sink and refrigerator.
- No Cooking unless approval received by Chamber of Commerce Renter Initials\_\_\_\_\_
- Thermostat - Set thermostat to 65 after use of conference room

## **Additional Fees:**

- Overstay fee of \$100 per hour is applied to all over stay. This fee will be charged to the card on file.
- Room Cleaning fee of \$200 or the actual cost of cleaning, whichever is greater will be charged and notice will be given to the group. The signer of this contract assumes responsibility for any damage to the rooms, equipment, and/or any other Chamber property during their rental.

Renter Initials\_\_\_\_\_

STAFF USE ONLY				
BENEFIT DAYS USED		ENTERED INTO ATLAS		ENTERED BY: