Lebanon Visitors' Center Rental Agreement

This Facility Use Agreement is made by and between the Lebanon Chamber of Commerce ("Chamber") and the Licensee identified below. Permission is granted to use the Lebanon Visitors' Center meeting room subject to the following terms and conditions:

1) Licensee accepts the facility "as is" and will comply with all Chamber rules and regulations.

2) Facility may not be used for unlawful purposes or in conflict with the Chamber's mission.

3) No smoking inside the Visitors' Center. Access as directed by Chamber representatives.

4) Chamber may cancel if Licensee's use conflicts with policy or regulations.

5) Licensee is responsible for acts of agents, employees, contractors, and guests.

6) Licensee waives all claims against the Chamber and agrees to indemnify and hold harmless.

7) No alterations without prior approval (no nails or tacks placed in walls); facility must be restored to prior condition after use.

8) Deposit of $50 required; refundable if facility is left clean and restored.

9) Fee Schedule (see next page for selection).

10) Follow posted evacuation procedures.

11) Reservation Contract and deposit must be submitted at least 15 days before use.

12) A Chamber representative will meet Licensee at arrival and for closing.

Reservation Contract

Licensee: _____

Telephone: _____

Email Address: _____

Mailing Address: _____

City, State, Zip: _____

Date/Time of Event: _____

Approx. # of Attendees: _____

Description of Event:
_____
_____
_____
_____

Facilities to be used: Yes   No

Street Level Reception Room   ☐   ☐

Basement Meeting Room   ☐   ☐

Big Screen TV for Projection   ☐   ☐

Kitchen   ☐   ☐

Will Food be Served?   ☐   ☐

Fee Schedule:

Chamber Member (1 to 4 hours) - $25   ☐

Chamber Member (4 to 8 hours) - $50   ☐

Non-Member (1 to 4 hours) - $60   ☐

Non-Member (4 to 8 hours) - $100   ☐

Non-Profit Organization - Donation   ☐

Submit signed Agreement and Reservation Contract with $50 deposit at least 15 days prior to the event.

Licensee Signature: _____ Date: _____

Chamber Representative: _____ Date: _____