

FORT BEND CHAMBER OF COMMERCE

Conference Room Rules & Regulations

RATES

All rooms are reserved by the hour with a 2-hour minimum
Include set-up and clean-up time in your rental schedule

Room rentals for Non-Members are only available during regular business hours and with an additional fee of \$100 per rental

Board Room

Seats max of 18 conference style

Business Hours: 8am – 5pm

\$30/ hour

Before or After Normal Business Hours

\$40 per hour

Weekend Rental

\$65 per hour

Main Room

Seats max of 100 classroom style/100 auditorium style

Business Hours: 8am – 5pm

\$50/ hour

Before or After Normal Business Hours

\$75 per hour

Weekend Rental

\$125 per hour

Use of all **Audio Visual Equip.** \$50 per day

Use of **Microphone** only \$25 per day.

Use of **Easel** \$10.00 per day.

GUIDELINES

Please initial to confirm your usage of the Chamber facilities:

- _____ Guest parking for all meeting rooms is along both sides of Commerce Green Blvd. during business hours. Please keep our parking lot clear for the convenience of our members
- _____ Guests will be responsible for leaving the rooms in the condition in which they were found. Failure to do so will result in a \$50 clean-up fee. Please take all trash to the dumpsters located in the parking lot. **YOU ARE RESPONSIBLE FOR CLEAN UP AFTER THE USAGE OF OUR FACILITIES.**
- _____ Guests may not tape or adhere anything to the walls of either room.
- _____ Room rentals before or after regular business hours will incur additional costs.
- _____ If you require audio/visual we advise that you test your presentation in advance to ensure functionality. The Chamber does not supply technical support.
- _____ Additional fees will be incurred for early arrivals or late departures from previously scheduled meeting times.
- _____ Cancellation for usage or date changes must be received and acknowledged 7 days prior to date confirmed or a \$50 charge will be assessed.
- _____ Non-members must submit payment in order to confirm date.
- _____ After normal business hours require on-sight security, the Fort Bend Chamber of Commerce will notify you if that service is required.
- _____ Full payment will be due for cancellations/changes made less than 24 hours before reserved date.
- _____ Request Copies or Print outs are .10 Cents per page

The Fort Bend Chamber of Commerce (FBCC) allows the use and rental of the FBCC facility by its current members for events, which include meetings. The content of the event must be disclosed on the Room Rental Form prior to the event. By allowing a rental, FBCC is not endorsing an individual, an organization, or the content of the event. No advertisements or notices regarding the event may state or imply that FBCC is the host of the meeting without the express written approval of FBCC. FBCC reserves the right to request a disclaimer on all advertisements or notices. FBCC reserves the right to refuse a rental if the individual, organization, or event is controversial or offensive in nature as determined by FBCC in its sole discretion. Individuals, organizations, or events with content that are in conflict with FBCC's mission, values and position on diversity and inclusion will not be allowed to use the FBCC facility.

Signature _____ Date _____

FORT BEND CHAMBER OF COMMERCE

Room Rental Contract

Members – Contract required to reserve date.

Non-Members – Contract and payment required to reserve date.

Company or Group Name _____

Contact Name _____ Cell Phone _____ Work Phone _____

FBCC Member Yes No Email: _____

Non-Members must provide Billing Address _____

Date requested _____ Approximate number of attendees _____

Time reserved must include sufficient time for set-up & clean up. From: _____ To: _____

What time will your meeting begin? _____

Nature of your meeting _____

Requested room: Main Room - seats maximum of 60 people *classroom style* or 100 people *auditorium style*. (No Tables)
 Board Room - seats maximum of 18 people conference style.

Beverage Request: _____ Sodas \$1.00 each _____ Water \$1.00 each

Will this meeting be catered? NO YES Caterer Name _____

Caterer Phone: _____ What time will the caterer and servers arrive? _____

IMPORTANT

COMPLETE SET-UP & AUDIO/VISUAL INFORMATION

***Rates for Audio/Visual Equipment usage are listed on the Rates & Guidelines page.*

Room Set-up: Classroom Auditorium U-shape Reception Pods

Audio/Visual Request: Podium Projector Internet Easel (1)

Screen Mic Other _____

Please note: Renters must bring their own laptop for presentations. Please test your presentation in advance of rental.

I have read the rules and regulations for the use of the Fort Bend Chamber of Commerce meeting rooms and agree to abide by them. I further agree to be present during this activity. I understand that the group named above shall be responsible for the loss of property or personal injury sustained by users of the building. The group named above also agrees to hold the Fort Bend Chamber of Commerce harmless from all damages to the meeting rooms and to the person and property of all users, spectators, supervisors and custodians.

Cancellations must be received prior to 48 hours of event or payment will be due in full.

Signature _____ Date _____

Title _____