

# 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 / hour

**Weekend Rental**

\$65 / hour

#### **Main Room**

Seats max of 70 classroom style/100 auditorium style

**Business Hours:** 8am – 5pm \$50 / hour

**Before or After Normal Business Hours** \$75 / hour

**Weekend Rental** \$125 / hour

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

Use of **Microphone** only \$25 / day

Use of **Easel** \$10.00 / day

Use of **Bar High/Cocktail tables (Max 6)** \$40 each 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 \_\_\_\_\_



**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  Bar High/Cocktail Tables QTY: \_\_\_\_/6  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 \_\_\_\_\_