

BUSINESS RESOURCE CENTER ROOM RENTAL AGREEMENT

Hancock County Community Development Foundation (HCCDF) 300 South 2nd Street, Bay St. Louis, MS 39520 and _____ (the "OCCUPANT"), agree to the following terms:

OCCUPANT CONTACT INFORMATION:

Name _____ Company _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____ Email _____

Members of the Hancock Chamber may reserve the Business Resource Center complimentary as a benefit of membership. Booking based on space availability.

RENTAL OF Business Resource center for member prospects

____ 1st FLOOR MEETING ROOM - Rate: \$100 per four (4) hour shift/\$300 entire day from 8am – 5pm

Large meeting room with audio visual, projector and screen, four tables and 40 chairs available for use. The room can hold up to 40 classroom and theatre style; 60 people reception style; up to 60 people banquet style. Room adjoined by non-functioning kitchen with access to refrigerator and table to set up food and drinks. Meetings after 5pm and on weekends are reviewed on a case-by-case basis. No charge for non-profits and governmental agencies.

PURPOSE or NAME OF MEETING: _____

Meeting Date: _____ **Start Time:** _____ **End Time:** _____

Room Rental Fees: _____ \$100 _____ \$300 _____ Non-Profit (no charge) _____ Governmental (no charge)

The meeting room fees must be paid in advance to reserve the room. Failure to make payment may cause reservations to be cancelled. When scheduling dates and times, OCCUPANT must allow time and set up their own tables and chairs as needed and clean up afterwards or a \$100 janitorial fee will be charged, this includes non-profits and governmental entities.

PLEASE NOTE: In case of cancellation, the following charges apply:

- 1 week prior to the event: ½ fee will be charged
- Less than one week prior to event: full fee due

*These charges will be charged to the credit card provided with reservation. The time, date, and room are **not** confirmed until payment and a signed Rental Agreement are received.*

ADDITIONAL TERMS

1. If occupant leaves the room in an acceptable state in the reasonable judgment of HCCDF, there will be no additional charges for janitorial services. Cleaning includes disposing of all boxes, cleaning any food or trash from tables, chairs and floors and disposing of trash using cans outside the building. Also includes wiping down tables and chairs as needed, tucking chairs under tables, etc., in addition to returning the room to the proper set up. Additional charges will be incurred if heavy cleaning is required. The OCCUPANT agrees that they are responsible for any damage done to any part of the room and common areas in the Business Resource Center, including but not limited to, the walls, blinds, windows, furniture, and all equipment. If the room is not left in an acceptable condition, there will be a \$100 charge to the occupant's credit card. Damages will be charged to occupant at cost. This also applies to non-profits and governmental entities.
2. At no time shall any room be used for meetings and events that are not considered business related.
3. HCCDF is not responsible for any items left in the room rented by OCCUPANT. Any items left in the room longer than two (2) days after the end of rental time shall be disposed of or become the property of HCCDF.
4. **Smoking is not allowed inside the building.** The **only** designated smoking area is outside the building. **Smoking is not permitted at the front door.**
5. OCCUPANT is fully responsible for any HCCDF equipment or furnishings used. Damaged, lost or stolen equipment or furnishings will be repaired or replaced at the OCCUPANT'S expense. HCCDF will determine a replacement cost and payment will be directly to HCCDF.
6. All fees and expenses (including legal fees) incurred by HCCDF in the pursuit of any fees or monies due under the Rental Agreement shall be the responsibility of Occupant.
7. Any advertising or promotional material for your event should include your company phone number for registration or additional information. **The Hancock Chamber and HCCDF phone number should not appear on any printed material for your event.** Copies of all advertising or promotional information should be submitted to HCCDF prior to your event.
8. OCCUPANT agrees to indemnify, defend save and hold harmless HCCDF, the Hancock Chamber of Commerce, the City of Bay St. Louis, its owners, board members and employees from and against any and all liability, loss, damage, cost, and expenses including attorney fees, judgments, claims, liens, and demands of any kind whatsoever arising out of or directly or indirectly connected with the rental of meetings space at 300 South Second Street Historic City Hall Building or arising out of or directly or indirectly connected with any act, omission or negligence of OCCUPANT, its employees and guests while in, upon, about or in any way connected with the premises of the HCCDF Business Center and Hancock Chamber Conference Room.
9. OCCUPANT is responsible for obtaining any necessary permits and insurance required for their meeting or event.
10. The individual executing this Rental Agreement on behalf of Occupant represents and warrants that they have all necessary power and authority to do so.
11. I have read the above agreement and intend to adhere to all rules and regulations. I understand that the room will not be reserved and that I will not be allowed access until payment has been received. I understand the consequences and costs should I not follow all of the room rental policies.

The HCCDF and the Hancock Chamber of Commerce reserve the right to refuse business center and conference room rental requests if the intended use is determined to be inappropriate for the facility's purpose.

Dated this the ____ day of _____ 202_.

Please charge my credit card as follows:

Card # _____ Amount \$ _____ Exp. Date _____

Security Code _____ Name on Card _____

Billing Address _____

City _____ State _____ Zip _____

Signature _____

By: Tish H. Williams
Hancock County Community Development Foundation

Occupant Signature

Print Name

Title

Hancock County Community Development Foundation
Online registration: www.hancockchamber.org Email: janice@hancockchamber.org
Phone: 228-467-9048 Location: 300 South 2nd Street, Bay St. Louis, MS 39520