

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **2022/2023 Facility Use Agreement**

Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Responsible for Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Member rates: Community Room and Board Room are $500 per segment/$1,000 full day. Conference rooms are $250 per segment/ $500 full day. Segment time includes your set-up and clean-up.***

***\*Renter is responsible for any food or beverages, including ice and tablecloths if needed.***

***\*Room must be cleaned and returned to original state received.***

***\*Attendee Check In and Registration services are available.  Pricing available upon request.***

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| Segment Time(s) Requested:* *Morning Segment 8-11am \_\_\_\_\_\_\_\_\_*
* *Lunch Segment 11am-2pm \_\_\_\_\_\_\_\_\_*
* *Afternoon Segment 2-5pm \_\_\_\_\_\_\_\_\_*
* *Full Day Rental 8am-5pm \_\_\_\_\_\_\_\_\_*
 | Total Estimated Cost $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairman’s Circle Member? \_\_\_\_\_\_ Yes \_\_\_\_\_\_ NoNumber of Event Attendees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Will food and beverage be served? \_\_\_\_\_\_ Yes \_\_\_\_\_ No* |

Additional Details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Wellstar Community Room Seating Styles:\_\_\_\_\_\_Theatre (up to 120 guests/chairs only) \_\_\_\_\_\_ U-shape (up to 36 guests)\_\_\_\_\_\_Classroom (up to 87 guests) \_\_\_\_\_\_ Discussion Tables (seats up to 6)\_\_\_\_\_\_Boardroom (up to 48 guests) \_\_\_\_\_\_ Details emailed to kcharles@gnfcc.com |

Additional Details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room rental is tentative until full payment is received. I fully accept the terms of this agreement, agree to adhere to the GNFCC rental policies, and agree to be financially responsible for any damage to furnishings and/or equipment for the facility. I understand that I need to notify kcharles@gnfcc.com 48 hours prior to the event if a cancellation needs to occur. Room rental should be pre-paid and is not refundable but can be credited for future rentals if cancellation notice is received 48 hours in advance. I understand that the group named above shall be responsible for any loss of property or personal injury sustained by users of the building. The group named above also agrees to hold GNFCC harmless from all damages to the facility/meeting space and to the person and property of all users, spectators, supervisors and custodians.

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

*(This person must be onsite at meeting.)*

 ****Facility Use Policies**

Meeting room rentals are available M-F between 8am and 5pm by reservation only. A Chamber team member will serve as your meeting concierge offering room set-up and AV support as well as member catering recommendations and visitor parking codes. **Executive meeting spaces (other than the Wellstar Community Room) include full use of a dedicated coffee and cold beverage bar.**

Discounted member-only rental rates can be found online at <https://www.gnfcc.com/business-development/business-resources/meeting-space-rentals>. Non-members will be charged an additional 20% premium.

We ask that catered food and beverages be purchased from GNFCC members and arrive ready to be served. An approved list of member restaurants and caterers is updated daily and available online. Renter is responsible for any food or beverages provided as well as clean up.

Materials for meetings should be copied and produced prior to arrival. Meeting concierge can produce emergency copies for $.50 cents per black and white copy.

The **Facility Use Agreement** must be signed and payment in full received prior to rental acceptance.

The Chamber prefers that reservations be made at least one month prior to the actual event. Reservations will not be accepted prior to December 1st for the coming year.

*While the use of the GNFCC office space by members is strongly supported, the Chamber does not endorse the activity, meeting, or event for which the reserving member is using the space. Member agrees not to suggest that the activity, meeting, or event is sponsored by or endorsed by GNFCC. Meetings held in these rooms are to be for business only. No children are allowed.*

*The Chamber shall be non-profit, non-sectarian and, as an organization, shall take no part in, or lend support to, the election or appointment of any candidate for public office. The Chamber shall at all times observe all local, state and federal laws that apply to non-profit organizations as defined in Section 501(c)6 of the Internal Revenue Code.*

***Please contact*** ***kcharles@gnfcc.com*** ***or call 770-993-8806 with any questions and to make reservations.***