



CHESTER COUNTY CHAMBER
of Business & Industry
- Chamber of Influence -

John H. Ware 3rd Commerce Center Room Rental Agreement

1600 Paoli Pike, Malvern, PA 19355
(610) 725-9100 Fax (610) 725-8479
Email: info@cccbi.org
www.cccb.org

The following terms and conditions have been read and agreed upon by the Chester County Chamber of Business & Industry and _____ in connection with the User's utilization of the John H. Ware 3rd Commerce Center facilities.

Company Name: _____

Contact: _____

Address: _____

Phone: _____ **Fax:** _____

E-mail: _____

On-Site Coordinator Name: Joan Crouse

Facility: _____ Board Room (John H. Ware 3rd Room) seats up to 64 (theater style)
\$200-Half Day (Chamber Member) **\$250** -Full day (Chamber Member);
\$300-Half Day (Non-Member) **\$400**-Full Day (Non-Member)
***Add \$100 to each rate level for evening or weekend rentals**

Set-Up: _____ U-Shaped
 _____ Classroom
 _____ Theatre
 _____ Other (Please include a diagram)
 _____ Executive Board Room (J. Larry Boling Room) seats 6
\$100- Half Day (Chamber Member) **\$150** – Full Day (Chamber Member)
\$200- Half Day (Non- Member) **\$250**- Full Day (Non-Member)
***Add \$100 to each rate level for evening or weekend rentals**

Start: (Date) _____ at (Time) _____

End: (Date) _____ at (Time) _____.

(This timing includes all set-up and breakdown times.)

****Note:** Membership tier room rentals must be used during regular business hours.

****Renter must provide Certificate of Insurance naming the Chester County Chamber of Business & Industry, for \$1M coverage.**

Use of Projection Equipment: _____ \$50

Coffee Service: _____ \$10 per pot; (10 cups per pot); Requested # of pots: # _____

Total Event Fee agreed upon: Room Rental: \$ _____

Coffee \$10 per pot: \$ _____

Projection Equipment: \$ _____

TOTAL (including \$100 Deposit): \$ _____

Method of Payment:

Cash Check Visa MC AMEX Discover

Name on Card: _____

Credit Card Number: _____ Exp. Date ____ / _____

Signature (required): _____

* Balance of all charges is to be paid in full prior to the beginning of the function.

Terms and Conditions:

1. A \$100 deposit is required by CCCBI within two weeks after this agreement is sent to the User. The balance of all charges is to be paid in full prior to the beginning of the function.
2. Renter must provide Certificate of Insurance naming the Chester County Chamber of Business & Industry, for \$1M coverage. Copy of insurance rider must be provided 5 days before event. Failure to provide acceptable and timely evidence of these insurance requirements to CCCBI will result in the immediate termination of the right to use the Commerce Center premises.
3. Beyond normal use, the User shall provide for adequate cleaning of the facilities immediately following the use of the facilities. Adequate cleaning is defined as cleaning up and disposing of all food and beverages, and collecting trash from used public areas. Anything you bring in should be taken with you when you are finished.

4. Cancellation Policy:

CCCBI has the right to cancel an event up to 7 business days prior to the reserved date with full refund. In case of inclement weather or act of God, please contact the Chamber for instructions via the message line.

Cancellation Refund policy:

- 7 business days from event date will result in a full refund
- 3 business days from event date will result in a ½ payment refund
- Less than 3 business days from event date will result with no refund

5. Functions shall begin no earlier than 8:00 am and no later than 9:00 pm.
6. Removal of all property owned by the User and the individuals hired to provide services should be completed immediately following the conclusion of the event. It shall be CCCBI's responsibility to place and remove only those items that are

property of the Commerce Center. CCCBI is not responsible for any items remaining at the end of the function.

7. If any audiovisual needs are required, CCCBI will make arrangements SOLELY through the equipment held in house and apply the appropriate charges outlined on the pricing sheet. Please determine your needs in advance of your function. Last minute requests will be accommodated to the best of our ability.
8. The User, on behalf of itself, its members, agents and employees hereby releases CCCBI, its trustees, officers, agents and employees, from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind, whatsoever, whether the person or property of User, its members, agents, or employees, or third persons, from any cause or causes whatsoever while User is in or upon premises or any part thereof during the term of this agreement, or occasioned by any occupancy or use of premises or any activity carried on by the User in connection therewith.
9. Use of the building beyond the conference rooms, lobby, kitchen, and bathroom facilities is prohibited. Multiple businesses utilize the CCCBI building; therefore respect for all users of the building must be displayed.
10. The User shall pay all reasonable attorney's fees, collection costs, and other expenses that CCCBI may incur, whether or not suit has been filed or judgment has been obtained, as a result or in consequence of the failure to the User to perform any of its obligations under this Agreement, including, without limitation, its obligation to pay the User fee stated herein.
11. The User accepts full responsibility for any action that might occur due to the serving/sale of alcoholic beverages to visitors of the Commerce Center.
12. Smoking is prohibited inside the CCCBI facilities.
13. The User shall not advertise or make any claim that the Chester County Chamber of Business & Industry in any way sponsors the event without the prior written approval of CCCBI. Reproduction of images and/or logos belonging to CCCBI is not permitted on any material distributed by the User without the prior written approval of CCCBI.
14. CCCBI will provide a list of caterers. It is strongly recommended that the User

choose to utilize this list. These caterers are familiar with our facilities and the surrounding grounds.

I have read the above Terms and Conditions and understand the policies for renting the John H. Ware, 3rd Commerce Center.

Signed: _____ Date: _____

Signed: _____ Date: _____

CCCBI Representative

On behalf of the Chester County Chamber of Business & Industry, we look forward to working with you and making your function a very memorable one.

Please fax pages 1 and 4 to the Chester County Chamber of Business & Industry at: (610) 725-8479.

Checks made payable to CCCBI may be mailed to: 1600 Paoli Pike, Malvern, PA 19355