

**Commerce Center
Room Rental Agreement**
300 South Third Street, Paducah, Kentucky 42003

This Agreement between _____ and **Paducah Economic Development** defines the terms and conditions for rental of meeting rooms. This Agreement includes an Attachment with prices which is incorporated into this Agreement.

The following terms and conditions apply to all room rentals:

1. Rental of the Commerce Center meeting room(s) will be on a first come, first served basis. Paducah Economic Development and Paducah Chamber meetings take priority. **All functions must take place within the 8:30 a.m. to 4:30 p.m. timeframe.** There will be an extra charge of \$100 for set-up on the day prior to your event or take-down the day after.
2. Parking: **Please have all attendees park in the parking lot in the back of the building.**
3. Rental of the Commerce Center meeting room(s) by Paducah Economic Development Investors and Paducah Chamber members are given priority over non-member requests.
4. Meetings may not be scheduled more than 6 months in advance.
5. The Commerce Center building and meeting rooms are for business related purposes only. Any company that pays for naming rights of any room may rent the rooms free of charge, if the room(s) is available.
6. There are to be no sales endorsement or meetings of a political nature held for the public from any Renter.
7. All individuals and/or businesses must complete a Room Rental Agreement Form (Attachment 1 at the time the room(s) is reserved along with a deposit fee of one half (1/2) the rental fee. The remaining rental fee is due on the date of the room rental. A per hour fee will be assessed for any function running over the agreed on time.
8. All room rental payments are non- refundable and may be changed periodically by the Commerce Center Building Committee.
9. The Meeting rooms are set up with tables and chairs, consisting of 36 tables which are 24"X60" (2 per table or seating for 72 classroom style) and 96 chairs. Should Renters require a different set- up, the renting party will be responsible for the rental of additional chairs or tables as well as the set-up change to the tables and chairs. **A \$50.00 set up fee applies.** The Renter will be responsible for the removal of the rented equipment and the return of the room to its normal condition.
10. Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the Building Manager immediately. Room Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
11. **The Room(s) must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. Waste cans must be emptied in the trash can outside the building.**
12. Renters may bring soft drinks and other light foods.
13. Smoking, or any other tobacco use, is not permitted in the building.

14. The meeting room(s) shall not be used for any fraudulent purpose.
15. It is understood, the Commerce Center is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the Commerce Center and its Landlord harmless of any such damages.

BY: _____
(Authorized Signature)

NAME: _____
(Print or Type)

TITLE: _____

DATE: _____

BY: _____
(Authorized Signature)

NAME: _____

TITLE: _____

DATE: _____

Attachment

This Attachment to the Agreement for Meeting Room Rental covers the Meeting Room selection and the options chosen by the Renter as shown below. In addition to the options and pricing shown below, all terms and conditions of the Agreement are incorporated by this reference. **Please make check payable to Paducah Economic Development.**

Contact Person _____

Telephone _____

Address _____

Email Address _____

Date(s) of Rental _____

Number of People Attending _____

RATES

"Paducah Bank" Community Room	PED or Chamber Members	Members of <u>both</u> PED & Chamber	Non- Members
8:30 AM to 4:30 PM	\$500.00	\$300.00	\$700.00
AM (8:30-12:30)	\$250.00	\$150.00	\$375.00
PM (12:30-4:30)	\$250.00	\$150.00	\$375.00
Change Room Set-up	\$50.00	\$50.00	\$100.00
Use of AV Equipment	\$50.00	\$50.00	\$100.00

Committee Room	PED or Chamber Members	Members of <u>both</u> PED & Chamber	Non- Members
8:30 AM to 4:30 PM	\$250.00	\$150.00	\$450.00
AM (8:30-12:30)	\$125.00	\$100.00	\$225.00
PM (12:30-4:30)	\$125.00	\$100.00	\$225.00
Use of AV Equipment	\$50.00	\$50.00	\$100.00
Per Hour Rate		\$45.00	

I have read the information regarding use of the Commerce Center facilities and agree to abide by all rules and regulations.

Renter Signature Date

Commerce Center Building Manager

Approved Chamber Member Caterers

Artisan Kitchen

1704 Broadway
Paducah, KY 42001
Phone: (270) 538-0250

Backwoods Bar-B-Que

5172 Hinkleville Road
Paducah, KY 42001
Phone: (270) 441-7427

Big Ed's

820 Joe Clifton Drive
Paducah, KY 42001
Phone: (270) 558-4412

The Catering Company

156 Bleich Rd., Suite 5
Paducah, KY 42003
Phone: (270) 554-0085

Charley's Philly Steak

5425 Cairo Road
Paducah, KY 42001
Phone: (270) 442-2733

Chick-fil-A

5193 Hinkleville Road
Paducah, KY 42001
Phone: (270) 444-6061

Chef Mine's Catering

Phone: (270) 933-2433

Firehouse Subs

5194 Hinkleville Rd., Suite 107
Paducah, KY 42001
Phone: (270) 408-1782

Kirchhoff's Bakery and Deli

118 Market House Square
Paducah, KY 42001
Phone: (270) 442-7117

McAlister's Deli

5021 Hinkleville Road
Paducah, KY 42001
Phone: (270) 442-0203

Neil's Catering

2429 Bridge Street
Paducah, KY 42003
Phone: (270) 443-6493

Nutty Buckeye BBQ

Phone: (270) 816-3599

Pancheros Mexican Grill

5194 Hinkleville Rd., Suite 108
Paducah, KY 42001
Phone: (270) 408-1262

Panera Bread Company

2950 James Sanders Blvd.
Paducah, KY 42001
Phone: (270) 442-0948

Walker Hall Event Center

229 Madison Street
Paducah, KY 42001
Phone: (270) 575-4568

Chamber Member Restaurants

Artisan Kitchen

1704 Broadway
Paducah, KY 42001
Phone: (270) 538-0250

Backwoods Bar-B-Que

5172 Hinkleville Road
Paducah, KY 42001
Phone: (270) 441-7427

Big Ed's

820 Joe Clifton Drive
Paducah, KY 42001
Phone: (270) 558-4412

The Burrito Shack

3160 Parisa Dr., Suite D
Paducah, KY 42003
Phone: (270) 293-3297

Captain's Bar & Grill

2650 John Puryear Drive
Paducah, KY 42003
Phone: (270) 994-8498

Casa Mexicana

4793 Village Square Drive, Suite 1
Paducah, KY 42001
Phone: (270) 441-1122

Charley's Philly Steak

Shane Hicks
5425 Cairo Road
Paducah, KY 42001
Phone: (270) 442-2733

Chick-fil-A

5193 Hinkleville Road
Paducah, KY 42001
Phone: (270) 444-6061

CHIN Restaurant

3470 Hinkleville Road
Paducah, KY 42001
Phone: (270) 408-2446

City Rockers Brick Oven Pizza

156 Bleich Rd., Suite 5
Paducah, KY 42003
Phone: (270) 554-0085

Doe's Eat Place of Paducah, Inc.

136 Broadway
Paducah, KY 42001
Phone: (270) 443-9006

Dunkin Donuts

3199 Jackson Street
Paducah, KY 42003
Phone: (270) 534-5322

Fazoli's

2935 New Holt Road
Paducah, KY 42001
Phone: (270) 443-1632

Firehouse Subs

5194 Hinkleville Rd., Suite 107
Paducah, KY 42001
Phone: (270) 408-1782

Flamingo Row

2640 Perkins Creek Drive
Paducah, KY 42001
Phone: (270) 442-0460

freight house

330 S. 3rd Street
Paducah, KY 42003
Phone: (270) 908-0006

House of Grace

2620 Jackson Street
Paducah, KY 42001
Phone: (270) 443-5356

Italian Grill on Broadway

314 Broadway
Paducah, KY 42001
Phone: (270) 443-5222

Jasmine Paducah LLC

451 Jordan Drive, Suite K
Paducah, KY 42001
Phone: (270) 442-0000

Jimmy Johns

414 Lone Oak Road, Suite A
Paducah, KY 42001
Phone: (270) 442-0111

JP's Bar & Grill
119 Market House Square
Paducah, KY 42001
Phone: (270) 442-2041

Kirchhoff's Bakery and Deli
118 Market House Square
Paducah, KY 42001
Phone: (270) 442-7117

Los Amigos Mexican Restaurant
5135 Hinkleville Rd.
Paducah, KY 42001
Phone: (270) 575-3285

Los Amigos Mexican Restaurant
2817 Lone Oak Rd.
Paducah, KY 42003
Phone: (270) 534-1534

Los Amigos Mexican Restaurant
1102 Paris Rd.
Mayfield, KY 42066
Phone: (270) 247-0266

Max's Brick Oven Cafe
112 Market House Square
Paducah, KY 42001
Phone: (270) 575-3473

McAlister's Deli
5021 Hinkleville Road
Paducah, KY 42001
Phone: (270) 442-0203

McDonald's
P.O. Box 7809
Paducah, KY 42002-7809
Phone: (270) 554-4002

The Olive Garden
5150 Hinkleville Road
Paducah, KY 42003
Phone: (270) 442-4190

Pancheros Mexican Grill
5194 Hinkleville Rd., Suite 108
Paducah, KY 42001
Phone: (270) 408-1262

Panera Bread Company
2950 James Sanders Blvd.
Paducah, KY 42001
Phone: (270) 442-0948

Papa John Paducah, LLC
3709 Clarks River Rd.
Paducah, KY 42003
Phone: (270) 442-7272

Patti's 1880s Restaurant
1793 J.H. O'Bryan Ave.
Grand Rivers, KY 42045
Phone: (270) 362-8844

Penn Station East Coast Subs
2780 New Holt Road
Paducah, KY 42001
Phone: (270) 444-2021

Pizza Inn
1001 Joe Clifton Drive
Paducah, KY 42001
Phone: (270) 442-7105

The Pork Peddler
701 N. 8th St.
Paducah, KY 42001
Phone: (270) 442-7414

Rafferty's Restaurant & Bar
3970 Hinkleville Road
Paducah, KY 42001
Phone: (270) 442-1014

Ristorante di Fratelli
211 Broadway
Paducah, KY 42001
Phone: (270) 442-7054

Shandies
202 Broadway
Paducah, KY 42001
Phone: (270) 442-2552

The Station Burger Company
3333 Irvin Cobb Dr., Suite 100
Paducah, KY 42003
Phone: (270) 408-4376

Strickland's Seafood, LLC
548 N. 32nd Street
Paducah, KY 42001
Phone: (270) 538-3474

Subway
516 Lone Oak Road
Paducah, KY 42003
Phone: (270) 534-7827

Subway

2405 Lone Oak Road, Suite C
Paducah, KY 42003
Phone: (270) 534-7827

Texas Roadhouse

2900 James Sanders Blvd.
Paducah, KY 42001
Phone: (270) 442-7000

Tribeca

127 Market House Square
Paducah, KY 42001
Phone: (270) 444-3960

Wendy's of Lone Oak

3301 Lone Oak Road
Paducah, KY 42003
Phone: (270) 554-0904

Wendy's of Paducah

5139 Hinkleville Road
Paducah, KY 42001
Phone: (270) 444-7622

Wendy's of Southside

3200 Beltline Hwy
Paducah, KY 42003
Phone: (270) 444-7080