



North Phoenix Chamber of Commerce Room Rental Agreement

Name _____ Date _____

Group Name _____

Mailing address _____ Phone _____

E-mail _____

Date(s) requested _____ to _____ Time _____ to _____ (Please include set up time)

Purpose of rental use _____

Approximate attendance: _____

The maximum occupancy of the North Phoenix Chamber of Commerce (NPCC) Conference Room is 15 people.

Terms

- Room rental shall be on a first come, first serve basis once rental agreement is on file
- Room availability is Monday-Friday 9:00 a.m.-5:00 p.m. *A premium charge of \$30/hour will be charged for rental hours outside of standard office hours.*
- The North Phoenix Chamber of Commerce reserves the right to terminate contract as we see fit
- All individuals and/or businesses must complete a room rental agreement form
- Payment is due on the day of the conference room use
- Cancellation must be done one week prior to the scheduled event or the renter will be penalized for half of the total fee of the rental
- A projector is available upon request. Renter must provide laptop. Conference Room phone use will be provided upon prior request.

Regulations

- Renters are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to NPCC staff immediately
- The room must be left in a neat, clean and orderly condition. If these conditions are not met, a Room Clean-up Fee of \$200 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group. Individuals holding events assume responsibility for any damage to rooms, contents of equipment used will be charged for any necessary repairs or replacement.
- Renters understand that nothing shall be attached to the walls, ceiling or any of the fixtures.
- It is understood that the NPCC 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 NPCC harmless of any such damages
- The NPCC is a drug, alcohol and smoke free facility



Additional Fees

- The kitchen may be used to gather food and beverages for a fee of \$25.00. Equipment available for use includes a refrigerator, microwave and coffee maker.
- Overstay Fee of \$75.00 per hour applies to those rentals that are booked to end when your contract specifies. If the renter stays past the contract time, this fee will be charged.
- Copying fees; B&W .15, Color .25 per page

Room set up Instructions: (please indicate if you require a specific set up):

Available equipment (please circle what you will need):

Conference Phone Projector Dry erase board

Pricing Non-profit rates please speak to Event Coordinator

\$30 per business hour – NPCC Member	X	=
\$60 per business hour – Non-Member	X	=
\$25 Kitchen prep	X	=
\$30 per business hour – After-hours Rental	X	
	Total fees:	\$

Please make checks payable to the North Phoenix Chamber of Commerce

By signing and returning this form the patron hereby agrees to the rental policies set forth. If violation to any of these conditions set forth in this agreement occurs, the patron may be subject to monetary penalties and will lose the privilege of renting this meeting facility in the future.

Signature _____

Date _____

The form must be returned as soon as possible in order to confirm your meeting room date and time. Return completed form to:

North Phoenix Chamber of Commerce
 3141 East Beardsley Road, Suite 120, Phoenix AZ 85050
 PH: 602.482.3344 | FAX: 602.595.5651 | info@northphoenixchamber.com