

## RENTAL & SERVICE FEES

- DEPOSIT FEE \$200
  - HALL RENTAL FEE (hourly rate) \$ 80
  - BOARD ROOM RENTAL FEE (hourly rate) \$ 25
  - GENERAL CLEANING SERVICE FEE (flat fee) \$ 50
  - KITCHEN RENTAL FEE (flat fee) \$ 50
  - SECURITY SERVICE FEE (hourly fee) (varies, depending on company) \$ 25
- Deposit is refunded if there are no damages or major cleaning required. Deposit may take up to two weeks to process.
  - Deposit not required for Board Room Rental only.
  - Hall rental must be booked with four hour minimum.
  - Cleaning fee is not waivable.
  - Security is required for certain events at management discretion.
  - Time rental does not include two (2) hours free setup time.

## RENTAL POLICIES & INFORMATION

- Cancellation requests must be made in writing to the Chamber Office three weeks prior to the event date. A **\$50 service fee** will be deducted from the deposit if cancellation made without required notice.
- The Chamber Hall has a capacity of 133 persons.
- Applicants are responsible for the setting all equipment.
- Kitchen is for storage and reheating purposes only. No cooking or grilling is allowed. Only preparation of cold foods or precooked foods. Use of stove, oven, coffee makers, or utensils is prohibited.
- Decorations are limited to tables only. No wall decorations allowed.
- The facility is **NON SMOKING** in all areas.
- Applicants are responsible for bagging trash, cleaning kitchen, and stacking all equipment back in storage closet. Failure to do so may incur a **\$50 charge**.
- Any damages to the facility will be deducted from the security deposit. If the damages are more than the security deposit, the applicant is responsible for all remaining charges to restore facility to original condition.
- Failure to comply with any of the above rules and regulations may result in immediate termination of event and forfeiture of all money paid to date. Management and security reserve right to enter any event at any time.

For more information or rental inquiries, contact the Chamber Office at 254-754-7111.  
Visit the Chamber at 915 LaSalle Ave, Waco, TX. Email at [ivon@wacohispanicchamber.com](mailto:ivon@wacohispanicchamber.com)