



CEN-TEX HISPANIC CHAMBER OF COMMERCE
CHAMBER HALL RENTAL APPLICATION & FEE AGREEMENT

APPLICANT INFORMATION

Printed name: _____

Today's Date: _____

Driver's License #. _____ State _____

Home address: _____

City: _____ State _____ Zip _____

Home #: (____) _____ cell # (____) _____

Email: _____

Person to contact in case of emergency:

Name: _____ Phone#: _____

Are you a Chamber Member? If so name on membership: _____

EVENT INFORMATION

Date & Time Room Needed: _____

Event Description: _____

For Emergencies please contact:

Ivon Mendoza

254-297-9779

FEE AGREEMENT

Fee Description	Fee Amount	#	Total	Date	Cash, Check, Credit Card
Deposit	\$200	1	\$200		
Hall Rental Hourly	\$125				
Board Room Rental	\$50				
Kitchen Fee	\$50				
Cleaning Fee*	\$100	1	\$100		
	Total Due				
	Deposit Paid				
	Balance Due				
	Payment				
	Balance Due				
	Payment				
	Balance Due				
	Payment				
	Balance Due				
	Payment				
	Balance Due				

- Total rental fees are due no later than 21 days prior to scheduled rental date.
- Maximum event capacity will not exceed 133 persons.
- Decorations will be limited to tables, no wall decorations allowed.
- *If additional monies are needed to pay for repairs and or additional cleaning, it will be deducted from the deposit and the remaining, if any, will be returned.
- **NO ALCOHOL IS ALLOWED, IF ALCOHOL IS BROUGHT ONTO PREMISES, BOND WILL BE FORFITED.**
- Renters are expected to remove all trash, clean spills, and check restrooms.

I have read the service contract and agree to all terms and conditions.

Signature: _____ Date: _____

Please fax this copy to (254) 754-3456 or send to ivon@wacohispanicchamber.com

Thank You for hosting your event at the Cen-Tex Hispanic Chamber of Commerce!