



**Cen-Tex Hispanic Chamber of Commerce
Chamber Hall Rental Application & Fee Agreement**

APPLICANT INFORMATION

Printed Name: _____ Date: _____

Home Address: _____

City: _____ State: _____ Zip code: _____

Home Phone: _____ Cell Phone: _____

Reference:

Name: _____ Phone Number: _____

Are you a Chamber Member? Yes No

Name Associated with Membership Account: _____

EVENT INFORMATION

Date: _____ Time: _____

Event Description: _____

FEE AGREEMENT

Fee Description	Fee Amount	#	Total
Deposit	\$200		
Hall (4 Hours)	\$500		
Additional Hour	\$100		
TOTAL:			

Total rental fees are due no later than 21 days prior to scheduled rental date

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 & the remaining will be returned.

NO ALCOHOL IS ALLOWED

Renters are expected to remove all trash, clean spills, and check restrooms.

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

Signature: _____ Date: _____

Thank you for hosting your event at the Cent-Tex Hispanic Chamber of Commerce!



**Cen-Tex Hispanic Chamber of Commerce
Chamber Hall Rental Policies & Service Fees**

Rental Policies & Information

- ❖ Cancellation request must be made to the Chamber Office 2-weeks prior to the event. **A \$50 service fee** will be deducted from the deposit if cancellation is made without required notice.
- ❖ The Chamber hall has a capacity of 133 persons.
- ❖ Decorations are limited to free standing only. **NO** wall decorations.
- ❖ Applicants are responsible for setting up & breaking down all equipment.
- ❖ The Chamber Kitchen is for storage and reheating purposes only. No cooking or grilling is allowed. Only preparation of cold foods or precooked foods.
- ❖ **NO ALCOHOL IS ALLOWED. SMOKING IS NOT ALLOWED.**
- ❖ Applicants are responsible for bagging trash, cleaning kitchen, and stacking all equipment back in storage closet. Failure to do so will incur a minimum **\$50 charge**.
- ❖ Any damages to the facility will be deducted from the security deposit, the applicant is responsible for all remaining charges to restore the facility to its original condition.
- ❖ Failure to follow any of the above rules and regulations may result in immediate termination of event and forfeiture of all money paid to date. Management reserves the right to enter any event at any time.

Initials

Rental Fees

Deposit	\$200
Hall (4 Hours)	\$500
Additional Hour	\$100