

THE CHAPMAN ROOM TERMS AND CONDITIONS

Max Occupancy: 100

Booking Hours: 8a to 12 Midnight (4hr Minimum) required.

Rental Rates:

(All rental fees listed below are subject to change due to time of year, number of attendees, and hours of events, or at the discretion of TCR.)

General Rates:

Weekend (Fr-Su) 4hrs \$645

Weekday (Mo-Th) 4hrs \$465

Each Additional Hr(s) \$100

After Midnight Hr(s) \$125

Holidays are excluded from general rates

Booking Deposit & Balance: Deposits are required to book your event date. Balances are due 30 days prior to event. Unless previously discussed, a late fee of \$50 will be applied if not paid and an additional \$50 each week until balance is paid in full.

Cleaning Fee: \$125 (Refunded if venue is cleaned vacated at the end of your booked time)

To Bring Alcohol Into TCR: \$50

1.A Deposit:

Deposits are non-refundable!

2.A Cancellation: All monies are non-refundable; however, we do understand unforeseen circumstances. We do offer a 1-time date exchange that must be made 7 days prior to original event date. If the 2nd date is canceled, all monies are non-refundable, and the contract is forfeit.

3.A Catering, Cleaning, Trash and Equipment Removal:

TCR will be in a clean condition prior to your event. Set-up time and clean up time are not included, notify TCR if you need to purchase additional time.

You are required to return the space to the same clean condition in which it was found. Please do not mop floors, just sweep. Leave tables up & chairs under table. All trash must be collected, properly bagged and removed by the renter and/or the caterer.

Client must empty and clean Refrigerator & Microwave, turn off lights, lock doors (Lock Code Will Be Provided), and set thermostat back to the provided Temp.

All items bought into TCR must be removed at the completion of your event unless otherwise approved by TCR. TCR is not responsible for any items left in facility once event is completed.

3.B Failure to complete any of the listed things in section 3.A will result in forfeiting the Clean Up Fee.

4.A Smoke-Free Facility: \$100 Penalty Charge

The Chapman Room is a smoke-free facility. No open flame or frying allowed on site or any cooking that will create a large amount of smoke.

5.A There is \$50 fee to bring alcohol into TCR

Selling alcohol is prohibited

6.A Liability:

Renter agrees to indemnify, defend, and hold The Chapman Room, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client, its employees, and agents of alcoholic beverages at TCR.

7.A Conduct:

Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of The Chapman Room staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.

8.A Attorney fees:

In the event The Chapman Room retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the Client agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

Date of Event: _____ Type of Event: _____ Timeframe: _____

Phone Number: _____ Number of Guest: _____

Renter _____

Print

Signature

Date

Owner _____

Print

Signature

Date