

THE CHAPMAN ROOM TERMS & CONDITIONS

Venue Information

Maximum Occupancy: 100 Guests

Booking Hours: 8:00 AM – 12:00 AM

Minimum Rental Requirement: 4 Hours

Rental Rates

Weekend Rentals (Friday–Sunday): 4 Hours — \$645

Weekday Rentals (Monday–Thursday): 4 Hours — \$465

Additional Hours: \$100 per hour

After Midnight Hours: \$125 per hour

Holiday pricing is not included in general rates.

Booking Deposit & Payments

A non-refundable deposit is required to secure your event date.

The remaining balance is due 30 days prior to the event date unless otherwise agreed upon in writing.

A \$50 late fee will be added to any unpaid balance after the due date, with an additional \$50 fee applied weekly until the balance is paid in full.

Cleaning / Security Deposit

A \$125 Cleaning/Security Deposit is required.

The deposit will be refunded if the venue is properly cleaned, vacated on time, and no damages or violations occur.

Alcohol Policy

A \$50 Alcohol Fee is required to bring alcohol into The Chapman Room.

Alcohol sales are strictly prohibited.

1. Deposits

All deposits are non-refundable.

2. Cancellations & Date Changes

All payments made to The Chapman Room are non-refundable.

Clients may request a one-time date transfer due to unforeseen circumstances if requested at least 7 days prior to the original event date and subject to availability.

3. Cleaning, Trash Removal & Equipment

Set-up and clean-up time are not included in your rental period. Additional time must be purchased if needed.

Clients are responsible for sweeping floors, removing trash, returning tables and chairs, cleaning appliances, turning off lights, locking doors, and resetting the thermostat.

The Chapman Room is not responsible for items left behind after the event.

3B. Failure to Comply

Failure to complete the required cleaning and closing responsibilities will result in forfeiture of the Cleaning/Security Deposit.

4. Smoke-Free Facility

Smoking, vaping, open flames, frying, or smoke-producing cooking are prohibited inside the venue.

A \$100 violation fee will be charged for smoking-related violations.

5. Liability

The client agrees to indemnify and hold harmless The Chapman Room, its owners, employees, agents, and affiliates from any claims, damages, injuries, or liabilities arising from use of the venue.

6. Conduct

Disorderly conduct, violence, threats, or abusive behavior will not be tolerated and may result in immediate removal without refund.

7. Attorney Fees & Collections

If legal action or collections are required, the client agrees to pay reasonable attorney fees, court costs, and collection-related expenses.

Agreement & Signatures

By signing below, the client acknowledges and agrees to all Terms & Conditions outlined above.

Renter Name	_____
Renter Signature	_____
Date	_____
Representative Name	_____
Representative Signature	_____
Date	_____