RICHARDSON
CHAMBER OF COMMERCE

Meeting Space Use & Rental Agreement

Client Name (Host): _____

Organization: _____

Email: _____ Phone: _____

Event Date: _____ Event Time: _____

Estimated # of Guests: _____

Briefly describe the meeting or event:

_____

_____

Terms and Rules

1. **Use:** You may use the meeting spaces for business meetings, seminars, professional development programs, and similar professional events. Chamber members may also use the spaces for organized social events. The Chamber will decide whether a proposed event qualifies.

2. **Uses Not Allowed; Chamber's Right to Decide**: You may not use the meeting space for any purpose that is (a) illegal under local, state, or federal law; (b) illegally discriminatory; or (c) inconsistent with the Chamber's core values. The Chamber may decide, in its sole discretion, to deny a booking request, withdraw a prior approval, or cancel this Agreement. If the Chamber cancels for this reason, the Chamber will not owe the Client anything except a refund of prepaid fees, minus any costs the Chamber reasonably incurred for the event. After that cancellation, the Client has no other rights under this Agreement.

3. **Approval or Denial:** The Chamber may approve or deny any request to rent meeting space.

4. **Setup and Cleanup**
   - The Client must leave the room in the same condition it was in before the event.
   - The Client must clean surfaces and put all trash in the designated dumpsters.
   - If the Client does not follow these cleanup rules, the Chamber will charge a $75 cleaning fee.

5. **Food and Drinks**
    - Food and drinks, including alcoholic drinks, must come from a Chamber member or a Chamber member restaurant or caterer.
    - Alcohol service at any event on the premises must follow this Section 5, Texas Alcoholic Beverage Commission (TABC) rules, and the Alcohol Service and TABC Compliance Addendum. The Addendum is included with and made part of this Agreement.
        1. Alcohol may not be brought onto the premises, served, sold, or consumed unless it fully follows this Agreement, TABC rules, and the Addendum.
        2. Only a person with a current, valid TABC Seller/Server Certification may serve alcoholic drinks.
        3. Guests may not serve themselves alcohol. Unattended bars, punch bowls, and coolers are not allowed.
        4. The Client is fully responsible for all claims, fines, penalties, damages, losses, and other liabilities related to serving, selling, providing, or drinking alcohol at the event.

6. **Payment, Cancellation, and Rescheduling**
    - Full payment is due when the Client books the space.
    - If the Client cancels:
        1. **30 days before the event** – the Client receives a 100% refund
        2. **20 days before the event** – the Client receives a 50% refund
        3. **10 business days before the event** – the Client receives no refund
    - If the Client does not show up, the Client will not receive a refund.
    - The Client may reschedule one time without a penalty if the Client gives written notice within the cancellation period listed above. The new date must be confirmed within 7 days.

7. **Responsibility for Damage, Claims, and Costs**
    - The Client is responsible for all damage to the premises or equipment.
    - The Chamber is not responsible for items that are lost or stolen.
    - The Client agrees to protect the Chamber and its officers, directors, employees, and agents from claims, damages, losses, costs, and expenses, including reasonable attorneys' fees, that arise from or relate to the Client's use of the premises or the event. This does not apply to the extent the claim is caused by the Chamber's own negligence or intentional misconduct. The Client's responsibility for alcohol-related claims is governed by Addendum 1.

8. **Items and Conduct Not Allowed**
    - No open flames, glitter, confetti, silly string, slime, or other materials that could cause damage are allowed.

- Do not attach anything to walls or ceilings.
- Smoking and vaping are not allowed inside the building. They are allowed only outside, at least 10 feet from the premises. All cigarette butts and related trash must be disposed of properly. Failure to follow this policy may result in extra cleaning fees.
- The Client is responsible for how guests behave.

9. Events Outside the Chamber's Control

- The Chamber is not responsible for cancellations caused by events outside its control, such as natural disasters, government restrictions, or pandemics.

10. Notice and Cancellation

- The Chamber may cancel this Agreement without notice and without liability if the Client does not follow these terms. If the Client does not pay any amount owed under this Agreement, the Client must pay the Chamber's reasonable costs to collect it, including reasonable attorney and collection costs.

11. Handling Disputes

- If a dispute about this Agreement cannot be resolved informally, it will be handled in the courts of Dallas County, Texas.

12. Insurance

- For events with more than 50 guests or any alcohol service, the Client must, at the Client's own expense, get and keep commercial general liability insurance with at least $1,000,000 in coverage for each occurrence. The insurance must cover bodily injury and property damage related to the event. The Chamber must be named as an additional insured on the policy. The Client must provide proof of insurance at least ten days before the event date.

13. Which State's Law Applies

- Texas law applies to this Agreement. Texas law will apply even if another state's conflict-of-law rules would point to a different state's law.

14. Transferring This Agreement

- The Client may not transfer this Agreement or any rights under it to anyone else unless the Chamber first agrees in writing.

15. If Part of This Agreement Is Invalid; Full Agreement; Changes

- If any part of this Agreement is found to be invalid or unenforceable, the rest of the Agreement will still apply. This Agreement is the complete agreement between the parties about the subject matter in it, and it replaces all earlier agreements on the same subject. This Agreement can be changed only in a writing signed by both parties.
- If this Agreement conflicts with Addendum 1, Addendum 1 controls for matters related to alcohol service.

16. Enforcing and Changing This Agreement

- If the Chamber does not enforce a part of this Agreement right away, the Chamber may still enforce that part, or any other part, later.
- This Agreement can be changed only by a written agreement signed by the Chamber and the Client.

Room Rental Fee: **$**_____

Acceptance: Paying the rental fee means the Client accepts these terms and enters into a binding agreement.

_____	_____
Client Name	Date
_____	_____
Client Signature	Organization Name
_____	_____
Tony Moline, President & CEO Richardson Chamber of Commerce	Date

☐ paid _____

☐ insurance _____

BUSINESS / EVENT CENTER

Fits up to 90 guests with theater-style seating or 80 guests with table seating
Available 9 a.m. to 5 p.m., Monday through Friday; evenings available by special request
*Two-hour minimum, rental period request should include any necessary set up time

Member $100/hour
Non-member $150/hour
**Full payment is due when booking to confirm the reservation. The Client may not exceed the posted maximum occupancy for the reserved space.

BUSINESS / EVENT CENTER RENTAL INCLUDES:

- AV: two 60-inch flat-screen TVs
- Microphone and sound system
- Whiteboard wall, with markers provided
- Round tables that seat 8 people
- Rectangular tables and chairs that seat 4 people
- Plenty of parking
- Free Wi-Fi
- Large garbage cans
- Catering kitchen
    - Catering warming oven
    - Prep areas
    - Large commercial refrigerator
- Buffet area outside the event room
- Covered patio
    - Overhead fans and extended sound system
    - Portable beverage service bar

EXECUTIVE BOARD ROOM

Seats up to 10
Available 9 a.m. to 5 p.m., Monday through Friday
*Two-hour minimum

Member $50/hour
Non-member $75/hour

RENTAL INCLUDES:

- 60-inch flat-screen TVs
- Free Wi-Fi

**Full payment is due when booking to confirm the reservation. The Client may not exceed the posted maximum occupancy for the reserved space.