

Community Center Rental Agreement Milbank Area Chamber of Commerce

Room Rental Requirements

The Community Room is to be utilized for meetings, non-profit groups, seminars, birthday parties, receptions, etc.

Rates are contingent on use of the room and the Milbank Area Chamber of Commerce retains the right to refuse rental.

Under the approval of the Milbank Area Chamber of Commerce, non-profit groups may sell approved items/services so long as the non-profit group is recognized by the Milbank Area Chamber of Commerce and the funds go to support the group or a designated cause. Such items must be clearly defined in the event description portion of this form and approved by the Milbank Area Chamber of Commerce at the time of booking the room.

If admission is charged by an event, the rental rates may be adjusted by the Milbank Area Chamber of Commerce.

Parties violating terms of this agreement are subject to penalties, including but not limited to: additional fees, request to vacate property, criminal charges, or any other remedy as seen fit by the Milbank Area Chamber of Commerce or other tenants of the building.

Events lasting longer than the designated timeframe will be charged twice the normal hourly rental rate and/or forfeit their deposit.

The Community Room is not to serve in place of a storefront or as a means to produce income for private individuals or groups. Product is not to be sold by groups utilizing the Community Room. Orders may be placed, but product nor money shall change hands during room rental.

Deposit/Cleanliness

Renter(s) agree to provide a \$100.00 deposit, which has been provided at the time of signing this agreement) to secure this room for the time and date specified above.

Such deposit will be given back to the renter(s). The renter will then be billed for the proper room usage.

Renter(s) are not responsible for cleaning the room, but are responsible for dumping the garbage. The dumpster is located by the garage doors on the west side of the building. Failure to do so will result in application of deposit to cleaning fees.

If for any reason your event is canceled, 75% of your deposit will be returned to you and the remaining 25% will be retained by the Milbank Area Chamber of Commerce as a booking fee.

Room Restrictions

Events may not go past 12:00 a.m., unless approved on a case by case basis. The sale and consumption of Alcohol by Renter(s) is prohibited under all circumstances.

Community Room Contract

This agreement is entered into by _____,
(Print name(s))

referred to as Renter, and the Milbank Area Chamber of Commerce, for the purpose of renting
the Community Room located inside the Milbank Visitors Center on

_____ from _____ to _____.
(day, month, and year) (Time) (Time)

_____ at a rate of \$10.00 an hour between 9am and 5pm weekdays
(hrs)

or _____ at a rate of \$ 25.00 an hour after 5pm weekdays, Mon.-Fri.,
(hrs)

not to exceed \$100.00. Saturdays and Sundays at a minimum charge of \$50.00 or

_____ at a rate of \$25.00 an hour, not to exceed \$100.00.
(hrs)

Rental time includes necessary time to setup, tear down.

Such room will be used for the following purpose: (please describe activity in detail)

This agreement has been reviewed by Renter(s) on this _____ day of _____, 200____.

I declare that I have fully read, completed, understand and agree to comply with the above
use/restrictions of the Visitors Center Community Room.

Print Name

Sign Name

Contact Phone: _____

Contact Address: _____

The Milbank Area Chamber of Commerce hereby accepts the above request use of the Visitors
Center Community Room.

Laura Foss
Executive Director
Milbank Area Chamber of Commerce

After this agreement has been signed, your date will be held on our event calendar. The above referenced deposit is due at this time and will be held until completion of event, for final assessment and billing.

General Information

- Seating Capacity – 350 persons
- Number of available tables and Chairs – 6 round and 14 rectangular
- Kitchen