



171 N. Main St. Suite D • PO Box 707 • Sheridan, WY 82801 • Ph: 307.672.2485 • Fax: 307.672.7321  
 www.sheridanwyoingchamber.org

### Sheridan County Chamber of Commerce Room Rental Contract

Please read and sign. You may mail this to the address above or bring in person.  
 All forms, deposit and payment are required to be submitted in advance of your event.  
 Final payment is required a minimum of three days prior to your event.  
 Please make all checks payable to the Sheridan County Chamber of Commerce (SCCC).

The Sheridan County Chamber of Commerce requires all renters be responsible for the room policies and regulations.

Date of application: \_\_\_\_\_ Reservation date and day of week: \_\_\_\_\_  
 Type of event: \_\_\_\_\_ Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_  
 Number of people, including presenters and staff: \_\_\_\_\_

Chamber Member Fee Schedule		Non-Member Fee Schedule *	
___ Board Room – Half Day	\$20	___ Board Room – Half Day	\$40
___ Board Room – Full Day	\$40	___ Board Room – Full Day	\$80
___ Training Room – Half Day	\$30	___ Training Room – Full Day	\$60
___ Training Room – Full Day	\$50	___ Training Room – Full Day	\$90

**Rental fee:** \$ \_\_\_\_\_ + **\$50 refundable deposit** = **Total \$** \_\_\_\_\_

I have read the enclosed policies and agree to abide by them as authorized renter and representative.

Applicant print name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate phone #: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Total payment amount \_\_\_\_\_

Date deposit paid \_\_\_\_\_ Amount \_\_\_\_\_ Cash/Check/Visa/MC \_\_\_\_\_

Balance amount \_\_\_\_\_ Due by \_\_\_\_\_

Balance paid \_\_\_\_\_ Cash/Check/Visa/MC \_\_\_\_\_

Key returned \_\_\_\_\_ Deposit returned to renter? Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

If no, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## Sheridan County Chamber of Commerce Rooms/Reception Area/Gallery Wall Space

### Policies and Regulations

*The Sheridan County Chamber of Commerce welcomes groups for meetings, conferences and other special events.*

*Policies and regulations are outlined below.*

*Please call (307) 672-2485 for more specific information.*

**In consideration of the right to use the facility, it is hereby agreed as follows:**

**1. Hours of Availability:**

The Training Room and Board Room are available for rental during our regular operating hours; requests for use outside regular operating hours may be made and are subject to approval by Chamber Chief Executive Officer or Director of Operations.

Our operating hours are Monday through Friday, 8:00 am – 5:00 pm.

**2. Room Capacity:**

Training Room – 30 people

Board Room – 18 people

**3. Event Attendance:**

People attending the event are to be restricted to the area specified in this Rental Contract unless prior authorization is made.

**4. Deposit:**

A \$50 deposit is required for all space rentals. Separate checks/payments are required for the deposit and the rental fee. The deposit will be refunded to the rental party within 30 days of the rental date, as long as all terms and agreements have been abided by, there is no damage or extensive cleaning to the room or equipment and the key has been returned.

**5. Reservation and Payment:**

A 7 day advance notice is required. Reservation is confirmed when deposit is received by SCCC. Final payment is required 3 days before your event. In the event of a special situation, exceptions may be made as determined by the Sheridan County Chamber of Commerce (SCCC) staff. SCCC will not guarantee availability of the meeting rooms on a continual basis. Organizations must schedule individual meetings; standing reservations are not permitted.

**6. Returned Checks:**

There will be a \$50 returned check processing fee for returned checks due to insufficient funds.

**7. Cancellations:**

Cancellations must be made at least 3 days prior to your event to receive a full refund. Cancellations made less than 3 days prior to the event date will result in loss of deposit.

**8. Reasonable Use:**

The rental party agrees to comply with any reasonable regulation or requirement of the SCCC with regard to the type of activities, hours of use, time and clean up. SCCC does not provide disposable items such as markers, pens, paper, cups, napkins or refreshments.



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**9. Catering and Food:**

The rental party is responsible for securing food and catering services. The rental party must use Sheridan County Chamber of Commerce members for their food and catering needs. A list of these members will be provided at time of signing the rental contract.

**10. Responsibility:**

The rental party hereby assumes full financial responsibility for any and all loss or damage to the rooms to be used, as well as all personal property of the SCCC. The rental party further agrees to comply with any reasonable regulation or requirements of SCCC and agrees to indemnify the SCCC for such damage. Compensation shall be on replacement cost basis when damaged property is beyond repair.

**11. Cleaning:**

The rental party further agrees that the facility will be left in a clean and neat condition with chairs and other furniture returned to the original location. The rental party may utilize the SCCC janitorial equipment for light cleaning or may hire a cleaning service for any special cleaning needs and will then be responsible for all expenses in connection herewith.

**12. Damages:**

The rental party is liable to SCCC for any expense incurred in cleaning or repairing the premises, replacing lost property, or damages beyond repair when the expenses occurred during the use of the rooms by the rental party. The rental party agrees to report promptly, within a maximum of 24 hours, to the SCCC Chief Executive Officer or the SCCC staff all incidents involving damage, loss of property, or injury to any person occurring during its usage of the rooms. The rental party agrees to be fully responsible for all bodily injuries to third parties on the premises during its period of use or damage to the property of the third party and to indemnify and hold harmless SCCC staff and SCCC Board of Directors from any and all loss resulting from claims of third parties arising out of its use of the rooms.

**13. Non Transferable Use:**

The rental party understands that it cannot transfer the use agreement nor sublet its right of use to any other individual or group.

**14. Substance Use:**

The rental party agrees it will not allow the use and/or possession of tobacco or illegal drugs on SCCC property.

**15. Laws and Regulations:**

The rental party further agrees to comply with all applicable local, state and federal laws and regulations in its conduct of activities on the premises.

**16. Contract:**

Groups will be required to sign a SCCC rental contract.