

Rental Rates

Member Rates:

Non-Member Rates:

2nd Floor Citizens Bank & Trust Auditorium

Full Day: \$400

Full Day: \$800

Half Day: \$200

Half Day: \$400

Lunch Meeting (11:00 am-1:00 pm): \$150

Lunch Meeting (11:00 am-1:00 pm): \$300

Evening Meeting (5:00 pm -7:00 pm) \$150**

Evening Meeting (5:00 pm -7:00 pm) \$300**

3rd Floor Conference Room Sponsored by SouthState

Full Day: \$200

Full Day: \$400

Half Day: \$100

Half Day: \$200

3rd Floor Recording Studio

Hourly Rate: \$50

Hourly Rate: \$100

***Full Day Rentals is up to 8 hours. Half Day Rentals is 4 hours or less.**

****Any rental outside of 8:00 am to 5:00 pm Monday through Friday will have an additional staff fee of \$25 per hour.**

Winter Haven Chamber of Commerce Rental Agreement

Today's Date:

Organization Name:

Main Contact Name:

Main Contact Phone Number:

Date(s) Needed:

Time needed
(include set up, clean up,
event start and end time):

Purpose/Type of Function:

Please mark which you would like to rent:

- Citizens Bank & Trust Auditorium (2nd Floor) 122 Max
- 3rd Floor Conference Room Sponsored by SouthState 12 Max
- 3rd Floor Recording Studio 6 Max

Will you need use of our TV? Yes No
*Available for all rentals

Room Layout for Citizens Bank & Trust Auditorium:

(Please refer to maps provided & inform us of how many tables and chairs are needed for the rental)

- U-Shape (seats 24)
- Square (seats 32)
- Classroom (seats 60)
- Breakfast Style (seats 80)
- Circle Style (seats 120)
- Theatre Style (seats 122)

Please indicate below what you would like the welcome sign to read in the Lobby:

The proposed caterer:

*vendor must be a Chamber member; please see list provided

Payment Information

Amount Due:

****Payment is due 5 business days prior to the event**

Payment Method:

Credit Card

Check

***Please make checks payable to
Winter Haven Chamber of Commerce**

Credit Card Information:

MasterCard

VISA

AMEX

Discover

Card Number:

Name as shown on the card:

Expiration date:

CVV code:

Billing zip code:

Electronic signature (enter name of cardholder)*

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to be charged for the above amount.

By signing this document, the LESSEE affirms to have read the Winter Haven Chamber of Commerce Conditions of Rental on Page 4 and agrees to abide by the requirements as stated, and if there is a question to abide by the Winter Haven Chamber of Commerce's decision:

LESSEE (Company):

Signature of officer with authority to accept responsibility for the LESSEE:

Printed Name and Title:

Date:

Winter Haven Chamber of Commerce Conditions of Rental

Before leaving, LESSEE MUST SEE THAT:

1. All chairs and tables are clean and placed back in the layout they were found in.
2. Lights in the auditorium, boardroom, kitchen and bathrooms are off.
3. All leftover food and drinks must be cleared from counters and refrigerator and taken away when you leave the building.
4. Empty all garbage and trash in green bins located outside in the northeast corner of the back parking lot.

PLEASE DO NOT:

1. NO SMOKING is permitted inside the building, on the balconies, or in the breezeway.
2. Do not drag the tables on the floor.
3. Do not use tape, tacks, nails, staples or anything else on the walls, woodwork or floors.
4. Do not remove Chamber furnishings or equipment from the building.
5. No cooking is permitted on the premises. The kitchen is for catering/serving food only.

GENERAL:

1. We do not provide paper towels, plates, utensils, napkins, coffee/soda/water (found in cabinets or refrigerators) or any supplies found inside the building. These items are property of the Winter Haven Chamber of Commerce and are not part of the rental agreement.
2. The Winter Haven Chamber of Commerce is not responsible for articles LESSEE brings in.
3. The LESSEE is responsible for any and all damages to the Winter Haven Chamber of Commerce building and/or furnishings resulting from the rental and use of the premises.
4. The LESSEE agrees to indemnify, defend, and hold the Winter Haven Chamber of Commerce, 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.

PAYMENT/CANCELLATION POLICY:

Payment is due 5 business days prior to the event. If failed to meet this deadline the rental will be considered canceled due to non-receipt of payment.

I have read the above Conditions of Rental and agree to abide by the statements stated.

Printed Name

Signature

Date