



The Chippewa Falls Area Chamber of Commerce has three conference rooms available for **Chamber Members** to use at no cost. The large conference room can accommodate up to 20 people.

There are two rooms upstairs, please note there is no elevator. The small conference room can accommodate up to 12 people. There is also one small office that has a small table and chairs for up to 4 people. The rooms are available Monday - Friday, except on holidays, during business hours of **8:30 a.m. to 4:30 p.m.**

Please check the availability of these rooms by calling us at 715-723-0331 or email angela@chippewachamber.org

Conference Room Agreement and Contract

This agreement between the Chamber member and the Chippewa Falls Area Chamber of Commerce defines the terms and conditions for use of the Chippewa Falls Area Chamber of Commerce Conference Rooms.

This Agreement includes a Contract Attachment which is incorporated into this Agreement. The following terms and conditions apply to all room rentals:

1. Use of the Chamber conference rooms will be on a first come, first served basis. Chamber, County Tourism Council, Chippewa Partners meetings take priority.
2. Meetings may not be scheduled more than 6 months in advance.
3. The Chamber conference rooms are for business related purposes only. No personal events are to be scheduled for the rooms.
4. The Chamber has the right to refuse use to any individual or organization.
5. All individuals and/or businesses must complete a Room Rental Agreement Form (attached) at the time the room is reserved.
6. Members are responsible for any damage to the facilities and/or contents, equipment, furniture and fixtures. All damage must be reported to the Chamber staff immediately. Members will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
7. The conference rooms must be left in proper order with all paper, trash, etc. disposed of in trash receptacles.
8. If the Member would like food and beverages to be delivered, the Chamber will provide a list of approved caterers who are members of the Chippewa Falls Area Chamber of Commerce. Members may bring coffee, water, soft drinks and other light foods.
9. Members should bring all audio/visual equipment that is necessary. The Chamber does not supply these items. There is a smart board available to use in the large conference room only. Guest access credentials are on the smartboard.

10. Smoking is not permitted in the building.
11. The conference rooms will be available Monday – Friday, except holidays, during business hours of **8:30 a.m. to 4:30 p.m.** All events must end prior to closing time of 5 p.m. All persons, supplies, and decorations must be out of the building by that time unless previous arrangements have been made with the Chamber.
12. The Chippewa Falls Area Chamber of Commerce is not responsible for items belonging to the Member or Member’s guests that are lost, stolen, damaged during the use of the room.
13. It is understood, the Chippewa Falls Area Chamber of Commerce, is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their

Requested Date (s) : _____

Start Time: _____ End Time: _____

Large Conference Room (max 20): _____ Small Conference Room (max 12): _____

Small room (max 4): _____

Classroom seating _____ Boardroom seating: _____

Company – Group Name: _____

Contact: _____

Address: _____

Phone: _____

Email: _____

I have read the information regarding use of the Chippewa Falls Area Chamber of Commerce conference rooms and agree to abide by all rules and regulation.

Member Signature

Date



Chippewa Falls Area Chamber of Commerce
1 North Bridge Street, Chippewa Falls, WI 54729
715-723-0331
www.chippewachamber.org