Hallettsville
Chamber of Commerce & Agriculture

Hallettsville Chamber of Commerce & Agriculture
Meeting Room Rental Agreement

Renter Information

Name/Organization: _____
Contact Person: _____
Phone Number: _____
Email Address: _____

Rental Date(s): _____
Start Time: _____ End Time: _____
Purpose of Use: _____

Rental Rates:

- **Chamber Members: $15.00 per hour**
- **Non-Chamber Members: $20.00 per hour**
- **Non-Profit Organization (Chamber Members): FREE for the first 2 hours, then $10.00 per hour thereafter**

https://square.link/u/X8TybfjV

Total Hours: _____
Amount Due: $_____
(Payment is due upon arrival unless otherwise arranged)

Clean-Up & Use Policy:

Renter agrees to the following terms for use of the Chamber meeting room:

- **Return all tables and chairs to their original positions**
- **Wipe down all tables**
- **Pick up all trash and food particles from floors**
- **Take out all trash (bags provided)**
- **No tables or chairs may be taken outside**

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- **No smoking is allowed inside the building**
- **Before leaving, ensure:**
    - **Lights are turned off**
    - **A/C is set to 78°F or Heat to 68°F**
    - **Both doors are securely locked**

Access Instructions:

The meeting room is equipped with a coded entry system. Upon confirmation of your rental, you will receive the entry code along with instructions for locking and unlocking the door.

Please do not share the code with anyone not authorized for the rental.

Liability Disclaimer:

Renter assumes full responsibility for any damage to the facility, equipment, or furnishings during the rental period. The Chamber is not responsible for any accidents, injuries, or loss of personal items.

Signature of Renter: _____ Date: _____
Chamber Representative: _____ Date: _____

For Issues, Please Contact: visit@hallettsville.com; 361-798-2662