



204 Kanuga Road • Hendersonville, NC 28739
828.692.1413 • FAX: 828.693.8802 • www.hendersoncountychamber.org

Meeting Space Rental Agreement

I agree to rent the

Macon Bank Executive Conference Room/Duke Power Boardroom/First Citizens Bank Multi Purpose Room
(Circle One)

for a period commencing on \_\_\_\_\_ for the purpose of
(Time/Month/Day/Year)

Will you need AV equipment? ( ) YES ( ) NO If yes, please specify \_\_\_\_\_

Will you need kitchen access? ( ) YES ( ) NO

I agree that during the time I have the facility rented, I shall assume full responsibility for my invited guests. This would include damages to the property, building, furnishings, and rental items. There are boards mounted on the north side wall and the south side wall of the boardroom for purposes of taping and tacking up materials. I agree to not tape or tack any materials up on the walls.

I agree to pay all charges incurred for this event furnished by the Henderson County Chamber of Commerce. I also agree to abide by the payment schedule listed below.

Subject matter of any meetings held in the Chamber facility must be approved by the Chamber President.

The Henderson County Chamber of Commerce reserves the right to rent the unused meeting space on the same date specified on this rental agreement.

Renter Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Payment Schedule

First Citizens Bank Executive Conference Room (Sits up to 10 People):

Table with 3 columns: Time-Frame, Chamber Member Charge, Non-Member Charge. Rows: 2 Hours, 1/2 Day (AM or PM), Full Day.

Duke Power Boardroom/First Citizens Bank Multi-Purpose Room (Sits up to 50 People):

Table with 3 columns: Time-Frame, Chamber Member Charge, Non-Member Charge. Rows: 2 hours, 1/2 Day (AM or PM), Full Day.

Prices subject to change