



North Iowa Regional Commerce Center
9 North Federal Avenue
Mason City, IA 50401
641-423-5724

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Event Date: _____ Event Name: _____ Room: _____

Set-Up Time: _____ Event Start Time: _____ Event End Time: _____ Check Out Time: _____

Member / Company name _____

Contact name of Responsible Party (must attend event) _____

Primary Phone: _____ Secondary Phone: _____ Email: _____

- Commerce Center use is limited to Chamber members in good standing for business or personal events.
- A signed contract and date-hold deposit in the amount of 50% of room rental fee must be received to reserve the date(s) and time(s) if booked 6 months in advance.
- User is responsible for all set up, clean up, including trash disposal and returning the room(s) to the configuration in which they were found. Additional charges may be incurred if extensive cleaning is needed, or if time allotment has changed.
- Use of Commerce Center electronic equipment becomes responsibility of Chamber member that has signed this agreement.
- If an accident occurs, users must contact the staff immediately for help. Any property damage will be assessed at actual cost for restoration or replacement.
- Any additional cost that arise will be due within (2) weeks of the event.

Rooms at no cost: 1st floor conference room Band Festival Room Farrer Room
 Capacity 6-8 Capacity 40-45 Capacity 10-12

Rooms with rental fee: Board Room– Half/Full day : \$25
 Event Room- Up to 4 hours: \$125*
 Event Room– Greater than 4 and less than 6 hours: \$200*
 Event Room– 6 hours and above: \$250**

Attendant Fee, \$15 x _____ hours = _____ (payable in advance)

Projector: \$15 per day _____ (payable in advance)

Tablecloth rental: \$10 each _____ (payable in advance)

Also available at no cost: Dry Erase Board, Easel, Audio/Video, Screen _____

Total Due: _____ Invoice: _____ Date received: _____

Account Type: Visa MasterCard Discover

Account Number _____ Expiration Date: _____ CVV _____ (3 digits on back of card)

Cardholder Name _____ Signature _____

Payments should be made to **Mason City Chamber of Commerce**

Primary Contact / Member: _____ **Date:** _____

Chamber Member: _____ **Date:** _____

I acknowledge I have read, understand and agree to the attached “Conditions and Responsibilities of the North Iowa Regional Commerce Center.”

*Includes set-up and clean-up. Room use in excess of the allotted time will incur additional room rental fees plus** \$15 per hour After hours attendant fee.

Cancellation Policy: If a cancelation request is received less than thirty (30) days prior to the rental date the applicant forfeits one-half (1/2) of room rental fees.



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Conditions and Responsibilities of Renter

Deposit / Rental Fees

Rooms are only available to Chamber members in good standing. Reservations are required in advance. A signed contract, date-hold deposit equal to 50% of room-rental (if scheduled more than six months in advance) is required to reserve the date (s) and time (s). The balance is due prior to the event. Any additional costs that arise will be due within two weeks of the event.

After Hours Attendant:

The Chamber requires a Commerce Center staff person to be on-site for all week night meetings/events. Attendants are paid \$15 per hour by members using the Commerce Center outside of normal business hours. Normal business hours are Monday-Thursday 8AM to 4:30PM and Friday 8AM to 1PM, except holidays. Night and weekend users must notify the NIRCC staff on duty at the end of the event so the room may be locked and the group's period of guardianship concluded. The attendant will complete a checklist to verify the property and equipment condition. **NOTE:** The user is responsible for all set up, clean up, including trash removal and returning the room(s) to original condition.

Cancellations and Refunds

If cancellation request is received at least thirty (30) days prior to the rental date the deposit will be refunded. If the request is received less than thirty (30) days prior to the rental date the applicant forfeits one-half (1/2) of room rental fees.

Liability

Mason City Chamber of Commerce, Chamber of Commerce Foundation, North Iowa Regional Commerce Center tenants and employees are not responsible for accidents, injury, or the loss of individual property for groups using the facilities. The Mason City Chamber of Commerce cannot undertake to care for or store any materials for groups or individuals using the facilities, and will not be responsible for such materials while on the premises.

Damages

Damage to Commerce Center property or equipment caused by the renter will be charged to the renter. Renter agrees to reimburse the chamber for the actual cost for replacement or repair.

Catering/Kitchen Use/Trash Removal

Use of caterers is allowed. The kitchen space is to be used for final food presentation, plating and bussing only. Kitchen space will be in a clean condition and the space should be returned to a clean condition immediately following the event. Please refer to the check list posted in the kitchen area. All trash, including sorted recyclables, must be collected, properly bagged, and wheeled in the refuse container (to prevent leaking) to the vestibule near the back alley. It should then be emptied, a new liner placed in it, and returned to the room. Any items or equipment brought in by the renter should be removed the same day.

Parking

Depending on the time of the event, it is recommended that parking directions be given to guests in advance.

Decoration: The Chamber wants to make every event here a special and welcoming experience. Therefore, the renter may arrange and move the tables and chairs if they choose. However, the renter must also leave the room in the same configuration as found. No decorations may be placed on the walls or hung from the ceiling. No glitter or confetti is allowed on site. No candles or open flames are allowed. Any damage will be charged to the renter.

Lost and Found

The Commerce Center takes no responsibility for personal effects and possessions left on the premises during or after any event. Recovered items will be held up to 14 days. Every attempt will be made to return any recovered item to its rightful owner.

Publicity

All advertising and public notices of meetings and events to be held in the rooms are to refer to the location as the North Iowa Regional Commerce Center at 9 North Federal in Mason City. No event should be advertised in a manner that suggests Mason City Chamber of Commerce sponsorship when there is none. The Mason City Chamber of Commerce neither approves or disapproves of the content presented in meeting rooms, and does not accept responsibility for ensuring accuracy, or that all points of view are represented.



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Room Rental Rates and Extra Space

Use of Commerce Center facilities is a benefit of Mason City Chamber of Commerce membership. Meeting rooms are available for use by members only. Reservations may be made during normal Commerce Center business hours- 8AM-4:30PM Monday-Thursday and 8AM –1PM on Friday. Rental fees must be paid in advance to secure the reservation.

No Charge Meeting Rooms:

Three conference rooms are available for use free-of-charge during regular business hours. Reservations are required in advance.

☐ **First Floor Conference Room:** Capacity 6-8 ☐ **Farrer Conference Room:** Capacity 10-12

☐ **Band Festival Room:** Capacity varies with room set-up:

Classroom style = 28-35 “U” Shape = 30 Rectangular Tables = 42

Meeting Rooms requiring Rental Fee:

Two rooms (the Event Room & Patio are rented as one unit) require a rental fee during regular business hours. Reservations are required in advance.

- **Board Room:** Seats a maximum of 24 at table. Room rate is \$25
- **Event Room:** Capacity = 64-76 at round tables (Fire Code Maximum Capacity) = 115
- **Event Room Patio:** Capacity = 64-76 at round tables (Fire Code Maximum Capacity) = 93

Regular Rental Rate:

Normal Business Hours: Up to 4 hours: \$125; More than 4 hours and less than 6 hours: \$200; 6 hours or more: \$250

Evenings & Weekends:

Regular rate PLUS \$15 per hour for required After Hours Attendant.

NOTE - Event Room rentals include set-up and clean-up time. Additional time is subject to additional rental fees PLUS \$15 per hour attendant fee charged in hour increments.

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Equipment:

The Board Room and Event Room are equipped with an overhead projector and pull down screen; both are HDMI compatible. The Event Room also offers a DVD/CD Blue ray player, Microphone, Lapel microphone, Laser pointer, and iPod docking station.

The Chamber will also make available a portable projector and screen for a \$15 daily rental fee. Available upon request at no fee: Easel, Screen, and Dry-Erase board.

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