

# Greater Massena Chamber of Commerce Building Use Permit Application

Application Date: \_\_\_\_\_

Organization or Individual: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event/Reason for Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Time of Event: Start \_\_\_\_\_ End: \_\_\_\_\_ Planned Attendance: \_\_\_\_\_

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**Hold Harmless Agreement:** The person signed above, on behalf of the Organization, does hereby covenant and agree to defend, indemnify and hold harmless the Greater Massena Chamber of Commerce and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connections with the actual or proposed use of Greater Massena Chamber of Commerce's property, facilities and/or services. The renter is at least eighteen years of age and can provide a valid NYS ID and credit card.

The Greater Massena Chamber of Commerce assumes no liability for loss, theft, damage, injury or illness incurred by the users of the building.

Businesses must provide Certificate of Insurance naming Greater Massena Chamber of Commerce as additional insured for events open to the public.

Building Use will included access to 'Event' portion of the Greater Massena Chamber of Commerce Building, usage of folding chairs, folding tables and access to bathrooms.

Access to Greater Massena Chamber of Commerce Office, basement and kitchen is not available.

All equipment and decorations must be removed, and trash must be bagged and removed from the facility.

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**Included in the Use of the Building:** The Greater Massena Chamber of Commerce will provide restroom supplies and trash bags. A vacuum, mop, and bucket will also be available for cleaning purposes. These items must remain in the building. Any other items needed for an event will need to be supplied by the responsible person.

Arrangements to obtain the key to the event side of the building must be made with the chamber staff prior to the event.

**Not To Be Used:** Any items that could damage or potentially damage any surface in the building cannot be used at any time during the course of an event. This includes tacks, staples, nails, etc. If tape is needed, please ask the Greater Massena Chamber of Commerce staff for the approved type of tape that will not damage or remove any surface area in the building.

**Not Permitted:** Drugs or any kind of illegal activity will NOT be permitted in or around the Greater Massena Chamber of Commerce. This includes underage drinking. No smoking is allowed inside the building.

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No group or individual(s) shall be discriminated against with respect to use of the Greater Massena Chamber of Commerce building because of race, color, religion, sex, national origin, physical condition, or age.

Building usage is on a first come first serve basis and the Greater Massena Chamber of Commerce.

**Event Pricing:**

\_\_\_\_\_ Regular Member ----- \$25 plus \$50 refundable damage deposit

\_\_\_\_\_ Non-Member ----- \$75 plus \$50 refundable damage deposit

\_\_\_\_\_ Business+ Package Members: ----- FREE plus \$50 refundable damage deposit

\*For regular/weekly/monthly use please inquire with the Executive Director.

\_\_\_\_\_ Other price decided with Director.                      E. Director Signature \_\_\_\_\_

Upon completion of the final check out, the deposit check will be returned to the responsible person if there are no damages to the building. Repair and/or replacement costs for damaged/missing property will be billed to your group if it is above the amount of the deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Credit Card on File:</u>	
_____	_____
Credit Card Number	Name on Card
_____	_____
Expiration Date	CVV
_____	
Billing Address & Zip Code	

**Key Pick Up Date** \_\_\_\_\_ **Key Number** \_\_\_\_\_ **Key Returned Date** \_\_\_\_\_

About our Event Center:

- Holds up to 99 people
- Easy access to restrooms
- Handicap Accessible
- Round & Rectangle tables
- Folding Chairs
- High Ceilings (Bounce house accessible)
- Heat, Electric, & WiFi included

Request-able:

- Sound System (with Microphone & Mixer)
- Projector & White Screen
- Working Fridge
- Podium

What events have been held in our event center before?

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Seminars/Classes</li> <li>• Art Shows</li> <li>• Baby Showers</li> <li>• Birthday Parties</li> <li>• Weddings</li> <li>• Luncheons</li> </ul> | <ul style="list-style-type: none"> <li>• Business Meetings</li> <li>• Dog Training</li> <li>• Music Performances</li> <li>• Worship Night</li> <li>• Holiday Themed Photography</li> <li>• Children's Entertainment</li> </ul> |
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