

Greg Dixon
President

Beulah
McManus
Secretary



MAYSVILLE

Area Chamber of
Commerce

PO Box 521 | Maysville, MO
64469

Caitlin Silver
Vice President

Amy Justus
Katie Scotton
Co-Treasurers

Rental Application and Agreement

Event Date: _____ Event Start Time: _____ Event End Time: _____

Name/ Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Contact: _____

Primary Phone: _____

Secondary Phone: _____

Email Address: _____

NOTE:

- The deposit is due 14 days prior to your event.

Payment Summary

Number of hours requested for rental	
X Standard rental rate (\$15.00/hour/normal rate \$25.00/hour /auction rate 4 hour minimum Full Day \$125	
Deposit	\$250.00
Total Rental Amount Due	

Acknowledged, Agreed and Authorized by Primary

Contract/Renter: _____ Date: _____

Acknowledged, Agreed and Authorized

by Maysville Area Chamber of Commerce

Amy Justus, Treasurer: _____ Date: _____

CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below and make sure all parties understand the requirements of providing for everyone's safety and keeping the June Conley Building a well maintained and safe location for future use.

____ **DEPOSIT/RENTAL FEES** A signed contract and a refundable deposit of \$250.00 must be received to reserve your date(s) and time(s).

____ **CLEAN-UP, LOST AND ABANDONED ITEMS** The renter (s) are responsible for the following items at clean-up time. Checklist will be posted in the hallway on the bulletin board.

- Put tables & chairs back where you found them. A picture/diagram will be put on bulletin board in hallway by bathrooms for clarification, if needed. Excess chairs should be stacked 5 high in northwest corner of main hall. Excess tables should be folded up & placed on cart in northeast corner of main hall.
- Turn off stove & remove items from refrigerator you brought, *if applicable*.
- Clean up after yourself - wipe off counters, tables, chairs, appliances; sweep &/or mop floors, clean toilets *if applicable*.
- Gather trash from all rooms & consolidate to as few bags as possible. Take trash bag(s) to dumpster on north side of building.
- No non-building items can be left inside or outside the building.
- Set thermostat to 55 degrees for heat & 80 degrees for air.
- Turn off all lights & lock doors upon exiting building.
- Return key to Katherine Scotton at the Courthouse in Maysville during business hours.
- ____ **DAMAGES** The renter(s) will be responsible for any damage caused directly by renter(s) to walls, flooring, décor, building, landscape, grounds, etc. We do NOT allow tape, tacks, nails, or staples on the walls.

____ **INSURANCE/LIABILITY** The Maysville Area Chamber of Commerce will not be held responsible for any personal injury incurred while on premises, nor for any loss or damage to vehicles or personal items while on premises.

____ **PROHIBITIONS** No smoking, vaping or illegal substances may be used or possessed on or around the June Conley Building.

OTHER RULES/GUIDELINES

- Dumpster may only be used for emptying trash accumulated during the rental of building. Cannot be used to dispose of auction or garage sale items that did not sell, or trash items brought from your home.
- Building should be vacated by midnight unless prior approval from executive committee.
- Key must be returned by the next business day if rented Monday- Thursday; by Monday if rented Friday- Sunday. Key can be returned to Amy Justus at the Independent Farmers Bank in Maysville during business hours (taken to the drive thru or inside bank) OR can be placed in the bank's night deposit box by their front door, if after hours.
- Failure to comply with all rules may result in deposit being forfeited

Please contact Katherine Scotton at 816-449-5402 during business hours with questions or to report any problems.

As the renter entering into this agreement, I/we have received a copy of the Maysville Area Chamber of Commerce rental conditions and guidelines and agree that I/we fully understand and agree to abide by the terms and conditions listed.

Renter

Renter

Date

Date

Amy Justus, Treasurer

Date

Maysville Area Chamber of Commerce