



BOARD & MEETING ROOM RENTAL POLICY & AGREEMENT

The Boardroom and the two smaller conference rooms at the Bangor Region Chamber of Commerce (BRCC) located at 2 Hammond Street in downtown Bangor are available to Chamber members in good standing for their use. This policy applies to both for profit and nonprofit members. Chamber membership will be determined by the name of the group requesting the use and not the individual.

Non-members are also permitted to use the facilities at the rates listed below. All meetings of the BRCC to include FUSION, Bangor Region Leadership Institute, Building Bridges and the Community Council will have first priority in the reservation of meeting space at no charge.

Meeting room options:

Bangor Savings Bank Boardroom - Seats 24, Executive Chairs, Long Table

Purdue University Meeting Room - Smaller boardroom, 12 executive chairs, premium technology

3D Datacomm Meeting Room #1 - Seats 22, long tables available, larger monitor w/HDMI hook-up/Chromecast, podium

There is also an option for all rooms or a combination of two or more. All rooms would also include the Rudman Winchell Lounge area .

All meeting rooms have access to lounge area and kitchen, however if there is a group in the Boardroom, kitchen access for the Meeting Rooms will be limited.

Rental rates:

Minimum rental is 2 hours

Members:	2 Hours	Half Day 4 Hours	All Day 8-4 , 9-5	After Hours (no later than 9 pm)
Large Boardroom (capacity 30)	\$50	\$100	\$200	\$150
3D Datacom Room (capacity 22)	\$50	\$75	\$150	\$125
Purdue University Room (capacity 12)	\$50	\$75	\$150	\$125

Non Members	2 Hours	4 Hours	All Day	After Hours
Large Boardroom (capacity 30)	\$100	\$200	\$400	Members only
3D Datacom Room (capacity 22)	\$100	\$150	\$300	Members only
Purdue University Room (capacity 12)	\$100	\$150	\$300	Members only

Multiple meeting rooms are available to rent for a portion or all day, please contact us for a price.



General Information:

- Meetings/events must take place during regular business hours: (M - F 8 am - 5 pm)
- Evening rentals must be pre-approved and carry an additional charge
- Rooms are not available for rent on weekends
- A 50% room rental deposit is required to reserve a room
- Due to insurance restrictions: Rooms are to be use for business purposes only. No personal, social gatherings, political meetings or religious ceremonies may be held in the facility.

Chamber staff reserves the right to approve or deny room rentals.

Food and beverage:

Food and beverages are permitted to be brought in by the renting party. The food vendor **MUST** be a BRCC member. (See list provided). You will be responsible for your own supplies, food, drinks, etc. Food items and supplies that are in the kitchen area belong to the BRCC and are not available for use.

Alcohol:

Alcohol is not permitted in the BRCC unless approved in advance by the BRCC. If you plan to serve/sell alcohol at your event, you must work with a licensed caterer. No alcohol shall be served before 5PM. Please provide a copy of the alcohol license before the event. We can provide a map for the vendor application. To protect the carpeting and flooring, red wine may not be served.

Care of rooms/building:

You may rearrange the tables (not including the boardroom table) and chairs as long as you put them back as you found them. The room should be left in the same condition that it was found. Please take all trash to dumpster in the back of the building. Should the room not be left in the same condition and BRCC Staff has to restore it to its original condition a minimum cleaning fee of \$50.00 will be invoiced to the rental group.

All inside lights should be turned off when leaving the building. Winter: thermostat should be set at 60 degrees upon leaving the building. Summer: thermostat should be set at 80 degrees upon leaving the building.

Use of Equipment:

The BRCC requires a 24 hour scheduled advance practice run on all equipment to ensure that all components work properly prior to your meeting. Should you not show up at least 24 hours in advance to ensure the equipment works properly, Chamber staff will do their best to work with you the morning of your meeting, but cannot guarantee availability.

Parking:

If you are using the meeting rooms during regular business hours, we recommend using the Parking Garage within walking distance the building.



Security:

The door key and security access information should be secured from the receptionist the day of the meeting and should be returned the morning following the meeting .

After 5:00 pm:

The front door will be locked after regular business hours. You must enter the space through the back ramp entrance on the side of the building facing the Central/Maine/Hammond Street intersection. You will be required to have an attendant at the door while the door is unlocked. This should eliminate the problem of individuals who are not a part of the meeting entering the building.

Smoking:

SMOKING is NOT permitted inside or outside the building.

Marketing/Communications:

In any and all promotions and communications regarding your company's meeting/event, the Bangor Region Chamber of Commerce name may only be mentioned as the meeting location. Any request for the Chamber to support, promote, sponsor or endorse your meeting/event must be approved by the BRCC. Any promotion or sales of products or services during your meeting must first be approved by the BRCC. Any invitation to the news media to cover your meeting/event must first be approved by the BRCC.

In case of emergency or scheduling conflict, BRCC reserves the right to change the site of the meeting to another suitable room in the building

Liability

Groups or individuals using the facility are liable for any damage to or misuse of the building, furnishings, or equipment. Charges for damage will be based on replacement cost or total repair cost. Should the room not be left in the same condition and BRCC Staff has to restore it to its original condition a minimum cleaning fee of \$50.00 will be invoiced to the rental group.

Additional services such as copies, etc will be added to the fee. The user assumes liability, including cost of defense and attorney's fees, for all bodily injury, personal injury or property damage that may occur on the premises as a result of Lessee's activities.

Please complete the following form and return to the BRCC for rental confirmation.



I have read the Board & Meeting Room Policy and Agreement and I agree to abide by the rules as outlined.

Group using facility: _____

Contact Name: _____

Phone: _____ E-mail: _____

Room: __BSB Boardroom __Purdue Meeting Room __3D Datacomm Meeting Room __All Rooms

Date and Time of requested use: _____ Expected number in your group: _____

Will you be serving food? _____ Serving Alcohol?* YES _____ NO _____

**Please remember that alcohol can only be served by a licensed caterer. Please provide us a copy of the license for your event.*

Will you be using Media Equipment?** YES _____ NO _____

***If you are using any of the media equipment we advise you to come to the Chamber prior to your meeting and do a test of equipment. Currently we have large monitors with HDMI connectivity.*

Name _____

Address _____

City/State/Zip _____

Invoice? YES _____ NO _____ (If yes please complete the following)

Payment: Cash _____ Check _____ Credit _____

Name as it appears on the card: _____

Billing Address for card: _____

Card type: _____ Card #: _____

Authorized Signature : _____

For Office Use ONLY

Approved: _____ Billed: _____ Paid: _____ Added to Rental Doc: _____ Added to Chamber Rental Calendar: _____


BANGOR REGION
CHAMBER OF COMMERCE

