



BOARD & MEETING ROOM RENTAL POLICY & AGREEMENT

The Boardroom and smaller meeting room 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 members will be charged 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.

Meeting room options:

Bangor Savings Bank Boardroom- Seats 24, Executive Chairs, Long Table, TV Screen with HDMI

Smaller Meeting Room - Seats 14, Additional long tables and seating available, TV Screen with HDMI **There is also an option for both rooms. All rooms would also include the use of the Rudman Winchell Lounge area (Lounge includes a TV Screen with HDMI and podium)**

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
Bangor Savings Bank Boardroom (seats 24)	\$50	\$100	\$200
Smaller Meeting Room (seats 14)	\$50	\$75	\$150
Non-Members:	2 Hours	4 Hours	All Day
Bangor Savings Bank Boardroom (seats 24)	\$100	\$200	\$400
Smaller Meeting Room (seats 14)	\$100	\$150	\$300



General Information:

- Meetings/events must take place during regular business hours: (M - F 8 am - 5 pm)
- Rooms are not available for rent on weekends
- A 50% room rental deposit is required to reserve a room. This is a non-refundable deposit if cancelled less than 72 hours before the date of your event.
- Due to insurance restrictions: Rooms are to be used 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 rental party. 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. 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.

If you have any concerns regarding the room temperature, please notify a Chamber staff member and we will assist. Please do not touch the thermostats as they are programmed by the landlord.

Use of Equipment:

Every meeting space has a TV with an HDMI cable that is available for your use. Chamber staff will do their best to work with you before your meeting to help you get set up.

Parking:

If you are using the meeting rooms during regular business hours, we recommend using the Parking Garage within walking distance the building. Please inform your attendees to not park in staff parking spots or you will be asked to move your vehicle.



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 is encouraged, but please notify the BRCC ahead of time.

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. You will be notified immediately.

Cancellation Policy

Please notify the BRCC ASAP if you must reschedule or cancel your event/meeting. You will be granted a full refund up to 72 hours before your event if you must cancel. Any cancellations made less than 72 hours before the date of your event, will be provided a 50% refund.

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 (\$.25/sheet), 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 __Smaller 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 TV screens 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 #: _____

For Office Use ONLY

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

