



Lemoore Chamber of Commerce

300 "E" Street, Lemoore CA 93245
Office: 559-924-6401 Fax: 559-924-4520

Depot / Freight Room Policies

Application for Use:

This document must be completed and signed by renter. Once approved, an initial deposit* is required to reserve the date being requested. The remaining deposit is due a minimum of 30 days prior to reservation date.

**Please note, any and all deposits, will be deposited immediately into L.C.O.C. bank account. Any and all deposit refunds will be issued in the form of a L.C.O.C. check.*

All names on Event Contract, must match Deposit/Fee checks and Liability Insurance.

*Refund checks will be mailed to renter within one to two weeks following the date of rental.

Facility Rental Rules:

The following Rules are to be observed when using the Freight Room.

- Freight Room capacity is 90. _____INITIAL
- The facility is not reserved until application and deposit have been submitted to Lemoore Chamber
- All exits must be unobstructed and easily accessible.
- The use of tacks, staples, nails, or tape on tables, chairs, walls, ceiling, or lights is **NOT PERMITTED**. Masking tape may be used on paneling and tables only and must be removed immediately following event. Confetti use in facility and on the deck is prohibited.
- Smoking is **PROHIBITED** inside the facility and on the deck in accordance with AB13. Smoking outside the facility must be 20 feet from any entrance or exits or operable (open) windows in accordance with AB846.
- The use of lit candles or open flame are **NOT PERMITTED**. In accordance with Administrative Code Title 19, Article 6, Section 624.
- If the facility or equipment is damaged, marred, or defaced, by the act, default, or negligence of the renter, or his/her guests, or any person admitted to the facility by said renter, the renter will pay to the Chamber the amount that the Chamber shall determine to be necessary to restore the facility or equipment to its condition prior to such damage. _____INITIAL

Security Deposit Fees: (amount of deposit is determined by rental group classification)

Reservations made more than 30 days prior to event only require security deposit at the time (save the date) is selected. The balance of the deposit fee is due at 30 days prior to the event. If reservation is made less than 30 days prior to Event, the full deposit is due at time of booking. The initial (save the date) Deposit will not be refunded if the rental reservation is cancelled within 30 days of event. The entire (save the date) deposit will be refunded for cancellations with more than 30 days notice. The Rental Fee is due 2 week prior to Event (Security Deposit is not applied to rental fees).

***Deposit will be returned only if all the following conditions are met:** _____INITIAL

- All trash is removed from kitchen, restrooms, freight room & deck & taken to the dumpster.
- All tables and chairs must be wiped down and placed in appropriate racks.
- Freight room, kitchen and restroom floors must be swept & mopped.
- All lights and thermostats must be turned off.
- Key must be returned by 9:00 a.m. the following business day. Unless other arrangements have been made in advance of the use of the facility.
- Building must be left securely locked.
- Facility and equipment must be left undamaged. An inspection will be conducted by Lemoore Chamber staff & renter before & after building rental. _____INITIAL

Liability

The Lemoore Chamber of Commerce is not responsible for accidents, injury, illness or loss of group or individual property. The Lemoore Chamber of Commerce will require proof of insurance coverage.

Insurance Policy:

A 1,000,000 PROOF OF LIABILITY INSURANCE CERTIFICATE IS REQUIRED

to be presented covering the facility for the date of the event, naming Lemoore Chamber of Commerce as "additionally insured." Proof of insurance must be provided a minimum of 7 days prior to event.

This coverage is available through a personal homeowners or renter insurance program, as well as various online websites.

Alcoholic Beverages:

The Lemoore Chamber of Commerce reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law.

NO ALCOHOL IS ALLOWED AT ANY CHILD/YOUTH BASED EVENT

- The use of alcoholic beverages must be requested and approved by the Lemoore Chamber of Commerce CEO before application process is completed.
- One security guard for every 50 people by a licensed Security Firm will be required if alcohol is served or allowed to be brought onto the premises. A copy of the security contract must be provided to the

Failure to acknowledge presence of alcoholic beverages will result in a loss of security deposit.

Lemoore Chamber of Commerce 7 days prior to rental date.

_____ INITIAL

- Groups or individuals desiring to sell alcoholic beverages must obtain and show proof of a one-day liquor license from: Alcoholic Beverage Control
3640 East Ashlan Fresno, CA 93276

I have read and thoroughly understand the Facility Rules and Regulations.

All hourly fees include one free hour for set-up and clean-up.

Rental Group Classification

GROUP A (Chamber or City Sponsored)
No Fee

GROUP B (Non-Profit or Chamber Member)
Save the Date (Required) \$120
Security Deposit (due 30 days prior to reserved date) \$280
Total Security Deposit Amount \$400
Daily Fee \$75
Hourly Fee \$25

GROUP C (Non Chamber Members)
Save the Date (Required) \$150
Security Deposit (due 30 days prior to reserved date) \$350
Total Security Deposit Amount \$500
Daily Fee \$200
Hourly Fee \$50

**Please note: The total deposit amount consists of both "Save the Date" and Security Deposit. The Security Deposit does not need to be paid at the same time with your "Save the Date" deposit.*

_____ to _____

Beginning Time (including set-up) _____ Ending Time (including clean-up) _____

Date of Event _____

With prior CEO approval, renter may pickup key the evening before event date:
 YES: _____ NO: _____

Rental Purpose
Number of Guests: _____

Printed Name of Renter _____ Address _____

Organization/Business _____ City, State, Zip _____

Contact Number _____ Alternate/Cell Phone Number _____

Signature of Renter _____

(Administrative Use Only)

Forms / Copies Attached:

- Proof of Insurance
- Liquor License (if applicable)
- Copies of issued receipts
- Security Contract (if applicable)

Payment Information:

Deposit: _____
Amount

Method:

- Cash
- Check # _____
- Debit / Credit Card

Receipt is issued to renter

Rent: _____
Amount

Method:

- Cash
- Check # _____
- Debit / Credit Card

Receipt is issued to renter

Post Event:

- Post event room evaluation is finished and approved.
- Deposit is Returned

Key Distribution and Return:

Freight room key has been issued.

_____ _____ _____
Date Initials of Renter LCOC

Freight room key has been returned.

_____ _____ _____
Date Initials of Renter LCOC

- YES**, alcohol will be present at this event
(Approval from CEO needs to be granted)
- NO**, alcohol will NOT be present at this event

Request for Alcohol Approved:

ABC Permit Required YES NO
 Security Required YES NO
 Security Company being used:

_____ CEO Signature

Approved By: _____