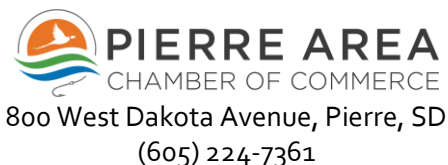


Community Room Rental Agreement



**For questions regarding alcohol
permits call (605)-773-7407**

Guidelines

- Renter is responsible for **set-up, tear-down, and cleanup.**
- Outside food and catering permitted (**NO alcohol**).
- Noise and attendee behavior must not interfere with chamber business.
- Chamber Hours: 8:00 AM – 5:00 PM, Monday – Friday. **If the event is outside these hours, the renter must pick up a key in advance.**

Room Details

Max Capacity: 106

Available:

- 14 eight-foot tables
- 100 chairs
- Ceiling-mounted projector (HDMI & VGA ports)
- 100-cup coffee maker (bring your own coffee)
- 2x 12-cup coffee maker w/ filters (bring your own coffee)
- Adjustable thermostat (reset upon departure)

Contact Information

Contact _____

Organization _____

Address _____

City/State/Zip _____

Email _____

Phone _____

Pricing: Sales tax will be added at checkout. If you're tax exempt, please provide your exemption certificate at the time of reservation.

Chamber Members / Charitable Organizations:

☐ \$75.00 Half Day

☐ \$150.00 Full Day

All Others:

☐ \$100.00 Half Day

☐ \$200.00 Full Day

Number of Days _____

Total Cost _____

Details

Date(s) _____ Time In _____ Time Out _____

Do You Need A Key? ☐ Yes ☐ No ****Pickup Time is noon M-F. Sign below if you're picking up a key.**

Renter Signature Print: _____

Renter Signature: _____

Billing - ☐ Same as Above

Preferred Invoicing Method: ☐ Email ☐ Mail

Contact _____

Organization _____

Address _____

City/State/Zip _____

Email _____

Phone _____

Invoice # _____

Date Sent _____



PIERRE AREA
CHAMBER OF COMMERCE



===== **COMMUNITY ROOM RULES** =====

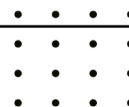
To help keep our space clean and welcoming, please follow these guidelines:

- *Furniture must remain inside the Visitor Center. Do not move furniture into the Community Room.**
- *No Food or beverages are allowed in the Visitor Center.**
- *Confetti of any kind is strictly prohibited.**
- *Confetti cannons are not allowed inside or outside of the building.**
- * Do not use staples, nails, or tacks on walls.**
- *Only blue or green painter's tape or Command™ strips may be used for decorations.**
- *Any damage caused during your rental may result in additional charges to cover repair costs.**

Thank you for your cooperation!



Pierre Area Chamber of Commerce



By signing below, I confirm that I have read and acknowledge the rules and expectations outlined in the Community Room Rental Agreement.

Renter Signature Print: _____

Renter Signature: _____