

Canton Chamber of Commerce

45525 Hanford Road, Canton, MI 48187

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BOARDROOM RULES & REGULATIONS

The Chamber boardroom will be available to all chamber members in good standing, for business meetings, seminars, etc. (business only, no parties).

1. Reservations must be made in advance at the Chamber office 734.453.4040.
2. A security deposit of \$100 will be required at time of reservation.
3. Boardroom is available on a first come first serve basis
 - A. \$25 per hour for Members
4. Members will be responsible for paying/replacing any broken furniture/equipment.
5. If food/beverage is served, you must take proper precautions against spillage. Please note you are responsible for any damage. No Alcoholic beverages allowed.
6. You are responsible for your guests at all times. Smoking not allowed in the Chamber Building.
7. Members are responsible for cleaning room and leaving room as it was upon arrival. Place all furniture back to original position. All trash must be removed from premises. Lavatory must be in total order. Kitchen area, no preparation of food is allowed, warming only. Counter must be cleaned off, sinks emptied, and your items removed from refrigerator. (A \$75 cleaning fee will be assessed if rooms are not returned to original state).
8. Members are required to sign a contract (see below) and pay deposit in advance. All other payments can/will be billed after service rendered.

I understand and agree to the above rules for use of the Canton Chamber of Commerce Boardroom

Company _____ **Contact** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Daytime phone _____ **Evening Phone** _____

Cell Phone _____ **E-mail** _____

Date _____ **Time** _____ **Amount** _____

MC ____ **Visa** ____ **Discover** ____ **Check** ____ **Cash** ____

Account Number _____ **Exp. Date** _____ **Code:** _____

Signature _____ **Date** _____