

## Terms & Conditions for Use

**Use of “Chamber Office”:** Free to Chamber of Commerce members (dependent on membership level) for “additional” use AND/OR **Non-Chamber** members, suggested donation is \$25 per every 4 hours.

**Non-Chamber** members, in addition to suggested donation, Certificate of Insurance for \$1M is required for Wheat Ridge Chamber of Commerce, mailing address 7230 W 38th Ave, Wheat Ridge, CO, 80033. Please email to [info@wheatridgechamberofcommerce.org](mailto:info@wheatridgechamberofcommerce.org) before scheduled meeting date & time..

Click [HERE](#) to make a donation for “additional” use or non-members.

**Cancellation:** Cancellations can be made up to 48 hours in advance of the event. The Wheat Ridge Chamber reserves the right to cancel your reservation at any time. Any “suggested donations” are non-refundable, but can be applied to future events.

**Door Security Code:** The door security code can not be shared with anyone except main contact.

**Time Allocation:** Anyone who stays beyond their allotted time, and delays the start of next scheduled individuals and/or organizations use is subject to a \$50 fee. There are often several events in the space a day. It is important that events start and end at their designated times.

**Smoke-Free Facility:** The Wheat Ridge Chamber is a smoke-free facility.

**Lost and Found:** Wheat Ridge Chamber takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain lost and found and hold recovered items up to 30 days. Every attempt will be made to return any recovered item to the main contact of the event.

**Cleaning, Trash and Equipment Removal:** The Wheat Ridge Chamber will be in a clean condition prior to your event. You will need to incorporate your set-up time and clean up time into the reservation start and end times (the space must be cleaned by the end of your rental time). Often there are multiple reservations in one day, so set up and cleaning must be done during your reserved time.

To clean the space, you are required to return the space to the same clean condition in which it was found. All trash must be collected, properly bagged and removed by the renter and the furniture must be rearranged to its original positioning. Trash can be deposited in the dumpsters outside the building (along the back fence) and bags should be put in the cans (bags are on under the sink). The floors must be swept and any spills cleaned. Tables, sinks, and countertops should be wiped clean. All rental equipment must be removed that day/night unless approved otherwise by The Wheat Ridge Chamber. If the room is not in the condition in which it was found, a minimum \$50 fee will be charged following the event, and increased by \$50 /hour for additional cleaning.

Confetti and glitter is not allowed in the space. If confetti or glitter is in the space, an automatic minimum fee of \$100 will be charged. Removing glitter and confetti is a time consuming task, and it is almost impossible to get it all off the floors, furniture, out of vents and floorboards.

**Site Decorations:** Wheat Ridge Chamber wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renters to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items should be used on walls or brick. Any

tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, the card on file will be charged. No confetti or glitter is allowed in the space.

**Damage to the Property:** Care should be taken to avoid any damage to any part of The Wheat Ridge Chamber. Should any such damage or disfigurement occur, the Client shall be liable for any reparation charges incurred. Any damage to the property that occurs while the client is using the space, including but not limited to the physical space (e.g. walls, floors, ceilings, glass doors, windows, and lights) and the items in the space (including but not limited to the TVs, appliances, chairs, and tables) will be the sole responsibility of the Client to repair or replace (if the damage is irreparable). Please alert Wheat Ridge Chamber staff to any known or visible damage prior to your event. Client will be alerted of any damage or repair costs, and given 7 days to respond with payment, or the credit card on file will be charged. To protect the property, no flying or swinging objects (such as balls or bats) are allowed.

**City, County, State and Federal Laws:** Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This is a non-smoking facility at all times. Clients may have and serve, but shall not **sell** alcohol on premises at any time. Clients may not serve alcohol to minors on the premises at any time. Client agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Wheat Ridge Chamber reserves the right, in its exclusive discretion, to expel anyone who, in its judgment, is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of The Wheat Ridge Chamber or the safety of its staff, guests, or building contents.

**Liability:** Renter agrees to indemnify, defend, and hold Wheat Ridge Chamber, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client, its employees, and agents of alcoholic beverages at Wheat Ridge Chamber.

**Promotions and Copyright:** It is important to us that you have a fantastic and successful event. We are happy to provide logos of Wheat Ridge Chamber for promotional needs. We also reserve the right to take pictures of your event and use them for our marketing and promotional purposes.

**Conduct:** There is no smoking of any kind permitted on premises or within 25 feet of the building. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Wheat Ridge Chamber staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.