

Commerce Center
Room Rental Agreement
300 South Third Street, Paducah, Kentucky 42003

This Agreement between _____ and **Paducah Economic Development** defines the terms and conditions for rental of meeting rooms. This Agreement includes an Attachment with prices which is incorporated into this Agreement.

The following terms and conditions apply to all room rentals:

1. Rental of the Commerce Center meeting room(s) will be on a first come, first served basis. Paducah Economic Development and Paducah Chamber meetings take priority. **All functions must take place within the 8:30 a.m. to 4:30 p.m. timeframe.** There will be an extra charge of \$100 for set-up on the day prior to your event or take-down the day after.
2. Parking: **Please have all attendees park in the parking lot in the back of the building.**
3. Rental of the Commerce Center meeting room(s) by Paducah Economic Development Investors and Paducah Chamber members are given priority over non-member requests.
4. Meetings may not be scheduled more than 6 months in advance.
5. The Commerce Center building and meeting rooms are for business related purposes only. Any company that pays for naming rights of any room may rent the rooms free of charge, if the room(s) is available.
6. There are to be no sales endorsement or meetings of a political nature held for the public from any Renter.
7. All individuals and/or businesses must complete a Room Rental Agreement Form (Attachment 1 at the time the room(s) is reserved along with a deposit fee of one half (1/2) the rental fee. The remaining rental fee is due on the date of the room rental. A per hour fee will be assessed for any function running over the agreed on time.
8. All room rental payments are non- refundable and may be changed periodically by the Commerce Center Building Committee.
9. The Meeting rooms are set up with tables and chairs, consisting of 36 tables which are 24"X60" (2 per table or seating for 72 classroom style) and 96 chairs. Should Renters require a different set- up, the renting party will be responsible for the rental of additional chairs or tables as well as the set-up change to the tables and chairs. **A \$50.00 set up fee applies.** The Renter will be responsible for the removal of the rented equipment and the return of the room to its normal condition.
10. Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the Building Manager immediately. Room Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
- 11. The Room(s) must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. Waste cans must be emptied in the trash can outside the building.**
12. Renters may bring soft drinks and other light foods.
13. Smoking, or any other tobacco use, is not permitted in the building.

14. The meeting room(s) shall not be used for any fraudulent purpose.
15. It is understood, the Commerce Center is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the Commerce Center and its Landlord harmless of any such damages.

BY: _____
(Authorized Signature)

NAME: _____
(Print or Type)

TITLE: _____

DATE: _____

BY: _____
(Authorized Signature)

NAME: _____

TITLE: _____

DATE: _____

Attachment

This Attachment to the Agreement for Meeting Room Rental covers the Meeting Room selection and the options chosen by the Renter as shown below. In addition to the options and pricing shown below, all terms and conditions of the Agreement are incorporated by this reference. **Please make check payable to Paducah Economic Development.**

Contact Person _____

Telephone _____

Address _____

Email Address _____

Date(s) of Rental _____

Number of People Attending _____

RATES

"Paducah Bank" Community Room	PED or Chamber Members	Members of <u>both</u> PED & Chamber	Non- Members
8:30 AM to 4:30 PM	\$500.00	\$300.00	\$700.00
AM (8:30-12:30)	\$250.00	\$150.00	\$375.00
PM (12:30-4:30)	\$250.00	\$150.00	\$375.00
Change Room Set-up	\$50.00	\$50.00	\$100.00
Use of AV Equipment	\$50.00	\$50.00	\$100.00
Committee Room	PED or Chamber Members	Members of <u>both</u> PED & Chamber	Non- Members
8:30 AM to 4:30 PM	\$250.00	\$150.00	\$450.00
AM (8:30-12:30)	\$125.00	\$100.00	\$225.00
PM (12:30-4:30)	\$125.00	\$100.00	\$225.00
Use of AV Equipment	\$50.00	\$50.00	\$100.00
Per Hour Rate		\$45.00	

I have read the information regarding use of the Commerce Center facilities and agree to abide by all rules and regulations.

Renter Signature
Date

Commerce Center Building Manager

Approved Chamber Member Caterers

Artisan Kitchen

1704 Broadway
Paducah, KY 42001
(270) 538-0250

Big Ed's

820 Joe Clifton Drive
Paducah, KY 42001
(270) 558-4412

The Catering Company

156 Bleich Rd., Suite 5
Paducah, KY 42003
(270) 554-0085

Chick-fil-A

5193 Hinkleville Road
Paducah, KY 42001
(270) 444-6061

Chef Mine's Catering

(270) 933-2433

Firehouse Subs

5194 Hinkleville Rd., Suite 107
Paducah, KY 42001
(270) 408-1782

Fresh Foodies Gourmet Catering&Meal Prep

3320 N. Friendship Road
Paducah, KY 42003
(270) 331-2202

McAlister's Deli

5021 Hinkleville Road
Paducah, KY 42001
(270) 442-0203

Midtown Market

3000 Broadway
Paducah, KY 42001
(270) 444-3996

Neil's Catering

2429 Bridge Street
Paducah, KY 42003
(270) 443-6493

Nutty Buckeye BBQ

P.O. Box 7296
Paducah, KY 42002-7296
(270) 816-3599

Pancheros Mexican Grill

5194 Hinkleville Rd., Suite 108
Paducah, KY 42001
(270) 408-1262

Panera Bread Company

2950 James Sanders Blvd.
Paducah, KY 42001
(270) 442-0948

Walker Hall Event Center

229 Madison Street
Paducah, KY 42001
(270) 575-4568

Zaxby's

5276 US Hwy 60 W
Paducah, KY 42001
(270) 557-7513

Chamber Member Restaurants

Artisan Kitchen

1704 Broadway
Paducah, KY 42001
(270) 538-0250

Backwoods Bar-B-Que

5172 Hinkleville Road
Paducah, KY 42001
(270) 441-7427

Big Ed's

820 Joe Clifton Drive
Paducah, KY 42001
(270) 558-4412

Chick-fil-A

5193 Hinkleville Road
Paducah, KY 42001
(270) 444-6061

Dairy Queen of Paducah

P.O. Box 8007
Paducah, KY 42002-8007
(270) 442-6889

Doe's Eat Place of Paducah, Inc.

136 Broadway
Paducah, KY 42001
(270) 443-9006

Dunkin Donuts
3199 Jackson Street
Paducah, KY 42003
(270) 534-5322

Dunkin Donuts
5194 Hinkleville Rd., Suite 101
Paducah, KY 42003
(270) 557-7652

Fat Moe's Bar & Grill
902 Broadway
Paducah, KY 42001
(270) 442-6637

Fazoli's
2935 New Holt Road
Paducah, KY 42001
(270) 443-1632

Firehouse Subs
5194 Hinkleville Rd., Suite 107
Paducah, KY 42001
(270) 408-1782

Flamingo Row
2640 Perkins Creek Drive
Paducah, KY 42001
(270) 442-0460

freight house
330 S. 3rd Street
Paducah, KY 42003
(270) 908-0006

Italian Grill on Broadway
314 Broadway
Paducah, KY 42001
(270) 443-5222

Jasmine Paducah LLC
451 Jordan Drive, Suite K
Paducah, KY 42001
(270) 442-0000

Jimmy Johns
414 Lone Oak Road, Suite A
Paducah, KY 42001
(270) 442-0111

JP's Bar & Grill
119 Market House Square
Paducah, KY 42001
(270) 442-2041

Los Amigos Mexican Restaurant
5135 Hinkleville Rd.
Paducah, KY 42001
(270) 575-3285

Los Amigos Mexican Restaurant
2817 Lone Oak Rd.
Paducah, KY 42003
(270) 534-1534

Los Amigos Mexican Restaurant
1102 Paris Rd.
Mayfield, KY 42066
(270) 247-0266

Max's Brick Oven Cafe
112 Market House Square
Paducah, KY 42001
(270) 575-3473

McAlister's Deli
5021 Hinkleville Road
Paducah, KY 42001
(270) 442-0203

McDonald's
P.O. Box 7809
Paducah, KY 42002-7809
(270) 554-4002

The Olive Garden
5150 Hinkleville Road
Paducah, KY 42003
(270) 442-4190

Pancheros Mexican Grill
5194 Hinkleville Rd., Suite 108
Paducah, KY 42001
(270) 408-1262

Panera Bread Company
2950 James Sanders Blvd.
Paducah, KY 42001
(270) 442-0948

Papa John Paducah, LLC
3709 Clarks River Rd.
Paducah, KY 42003
(270) 442-7272

Patti's 1880s Restaurant
1793 J.H. O'Bryan Ave.
Grand Rivers, KY 42045
(270) 362-8844

Pizza Inn

1001 Joe Clifton Drive
Paducah, KY 42001
(270) 442-7105

Pizza Warehouse

451 Jordan Drive, Suite A
Paducah, KY 42001
(270) 933-1035

The Pork Peddler

701 N. 8th St.
Paducah, KY 42001
(270) 442-7414

Rafferty's Restaurant & Bar

3970 Hinkleville Road
Paducah, KY 42001
(270) 442-1014

Shandies

202 Broadway
Paducah, KY 42001
(270) 442-2552

The Station Burger Company

3333 Irvin Cobb Dr., Suite 100
Paducah, KY 42003
(270) 408-4376

Subway

516 Lone Oak Road
Paducah, KY 42003
(270) 534-7827

Subway

2405 Lone Oak Road, Suite C
Paducah, KY 42003
(270) 534-7827

Texas Roadhouse

2900 James Sanders Blvd.
Paducah, KY 42001
(270) 442-7000

Tribeca

127 Market House Square
Paducah, KY 42001
(270) 444-3960

The Twinkling Star

3100 Broadway
Paducah, KY 42001
(270) 933-1186

Wing Zone

2805 Lone Oak Road
Paducah, KY 42001
(270) 554-3244

Zaxby's

5276 US Hwy 60 W
Paducah, KY 42001
(270) 557-7513