

Commerce Center

Room Rental Agreement

300 South Third Street, Paducah, Kentucky 42003

This Agreement between _____ and **Paducah Area Chamber of Commerce** 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 Chamber and Greater Paducah Economic Development meetings take priority. **All functions must take place within the 8:30 a.m. to 4:30 p.m. timeframe. _____ Renter Initials.** There will be an extra charge of \$100 for set-up on the day prior to your event or take-down the day after. There are no weekend rentals.
2. **Parking: Please have all attendees park in the parking lot at the back of the building unless handicap accessibility is needed. _____ Renter Initials.**
3. Rental of the Commerce Center meeting room(s) by Paducah Chamber members and Greater Paducah Economic Development investors 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. Please refer to the meeting location as the "Commerce Center" plus the name of the room being rented.
6. There are to be no sales endorsement or meetings of a political nature held for the public by 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 by the date of the room rental. A per hour fee will be assessed for any function running over the agreed upon time. **The Paducah Bank Community Room is not equipped with a phone or phone line. We also do not supply extension cords to charge phones or laptops. There are a limited number of outlets available in the rooms.**
8. All room rental payments are non-refundable and may be changed periodically by the Commerce Center Building Committee.
9. The Paducah Bank Community Room is 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. The Renter will be responsible for the removal of the rented equipment and the return of the room to its normal condition. The room is equipped with a Macintosh computer for presentations, with a large screen and four TVs for display. **Presentations are required by the Commerce Center staff at least ONE WORKDAY prior to your event and all equipment will be set-up by the Commerce Center staff. _____ Renter Initials.** A podium and hand-held microphone are also provided.
10. The **SmartPath Technologies Committee Room** consists of one large table and 16 chairs. An HDMI Cable is provided for connection to the large TV but a computer is not provided.

11. 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 charged for all repairs and replacement cost of any damage to the facility itself and or the contents of such.
12. **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 cans outside the building. A \$25 fee will be assessed for failure to do so. _____ Renter Initials.**
13. Renters may bring soft drinks and other light foods. A Paducah Chamber authorized caterer must be used for food other than soft drinks and light food. (List attached)
14. Smoking, or any other tobacco use, is not permitted in the building.
15. The meeting room(s) shall not be used for any fraudulent purpose.
16. 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.
17. **Events will be held at the Commerce Center, 300 S. 3rd Street, in the Paducah Bank Community Room or the SmartPath Technologies Committee Room. Please refer to the location and room in your notifications and that parking is in the rear of the building. _____ Renter Initials.**

Commerce Center

Renter

BY: _____
(Authorized Signature)

BY: _____
(Authorized Signature)

NAME: _____
(Print or Type)

NAME: _____
(Print or Type)

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Attachment 1

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 Area Chamber of Commerce, PO Box 810, Paducah KY 42002-0810.**

Contact Person _____ Phone _____

Address _____

Email Address _____ Date(s) & Times of Rental _____

Number of People Attending _____

RATES

Commerce Center Paducah Bank Community Room 1st Floor	Chamber Members*	Non-Members
8:30 AM to 4:30 PM	\$600.00	\$900.00
AM (8:30-12:30)	\$300.00	\$475.00
PM (12:30-4:30)	\$300.00	\$475.00

Commerce Center SmartPath Technologies Committee Room 1st Floor	Chamber Members*	Non-Members
8:30 AM to 4:30 PM	\$300.00	\$450.00
AM (8:30-12:30)	\$150.00	\$225.00
PM (12:30-4:30)	\$150.00	\$225.00
Per Hour Rate	\$45.00	N/A

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

Renter Signature _____ Date _____

** Membership will be verified by Commerce Center staff and billed accordingly.*

Please Note: 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 cans outside the building. A \$25 fee will be assessed for failure to do so. Renter Initials.

CHAMBER MEMBER APPROVED CATERERS

Amazing Graze

Caterers/Charcuterie (270) 243-4153
621 Broadway, Suite 104
Paducah, KY 42001
amazinggrazeky@gmail.com
<https://www.facebook.com/profile.php?id=100068885144978>

Artisan Kitchen

Caterers (270) 538-0250
1704 Broadway
Paducah, KY 42001
artisankitchenbakery@gmail.com
<http://www.artisankitchen.net>

Big Ed's

Caterers (270) 558-4412
701 N. 8th St.
Paducah, KY 42001
<https://www.facebook.com/profile.php?id=100048547756749>

Broussard's Cajun Cuisine

Caterers (270) 444-5220
123 N. 2nd St.
Paducah, KY 42001
gmpaducah@broussardscajuncuisine.com
<http://broussardscajuncuisine.com>

Buzz Donuts & Coffee

Caterers (270) 554-9990
4790 Village Square Dr.
Paducah, KY 42001
<https://www.facebook.com/buzzdonut>

The Catering Company

Caterers (270) 519-0717
1049 Park Ave.
Paducah, KY 42001
parkco@hotmail.com
<https://www.cateringcompanyky.com/>

Chicken Salad Chick Paducah

Caterers (270) 557-2442
2670 New Holt Rd., Suite 240
Paducah, KY 42001
tony.englert@chickensaladchick.com
<http://www.chickensaladchick.com>

Fresh Foodies Gourmet Catering & Meal Prep

Caterers (270) 349-8416
532 N. 32nd St.
Paducah, KY 42001
freshfoodies2016@gmail.com
<http://freshfoodiesgourmet.com>

Gold Rush Cafe

Caterers (270) 443-4422
400 Broadway
Paducah, KY 42001
goldrushcafepaducah@gmail.com
<http://goldrushcafepaducah.com>

Jimmy John's

Caterers (270) 442-0011
414 Lone Oak Rd., Suite A
Paducah, KY 42001
jimmyjohns1564@gmail.com
<http://www.jimmyjohns.com>

The Joint - BBQ, Wings & More

Caterers (270) 601-5083
30 Outlet Ave.
Eddyville, KY 42038
info@thejointbbqwky.com
<https://www.thejointbbqwky.com/>

Kirchhoff's Bakery

Bakeries (270) 442-7117
118 Market House Square
Paducah, KY 42001
kirchhoffsbakery@gmail.com
<http://www.kirchhoffsbakery.net>

Mellow Mushroom

Caterers (270) 933-1040
3121 Broadway, Suite 104
Paducah, KY 42001
<https://www.mellowmushroom.com/locations/ky/paducah/3121-broadway/>

Neil's Catering

Caterers (270) 443-6493
2429 Bridge St.
Paducah, KY 42003
neilscatering@bellsouth.net
<http://www.neilscatering.com>

Papa John's Paducah, LLC

Delivery (270) 442-7272

3709 Clarks River Rd.

Paducah, KY 42003

john@papajohnspaducah.com

<http://www.papajohns.com>

Pizza Inn

Delivery (270) 442-7105

1001 Joe Clifton Drive

Paducah, KY 42001

rust_larry@yahoo.com

<http://www.pizzainn.com>

Qdoba Mexican Eats

Caterers (270) 408-9999

5015 Hinkleville Rd., Suite C

Paducah, KY 42001

qdobapaducah@gmail.com

<http://qdoba.com>

Walker Hall Events Center

Caterers (270) 575-4568

229 Madison Street

Paducah, KY 42001

reservations@walkerhallevnts.com

<http://www.walkerhallevnts.com>

Zaxby's

Caterers (270) 557-7569

5276 US Hwy 60 W

Paducah, KY 42001

<http://www.zaxbys.com>