

Commerce Center

Room Rental Agreement

300 South Third Street, Paducah, Kentucky 42003

This Agreement between _____ and **Greater Paducah Economic Development/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. Greater 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. _____ 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 in the back of the building unless handicap accessibility is needed. _____ Renter Initials.**
3. Rental of the Commerce Center meeting room(s) by Greater 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. 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 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. **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. 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. Room is equipped with a Macintosh computer for presentations, with a large screen and four TV's for display. **Presentations are required by the Commerce Center staff at least one work day 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 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 expected to cover 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 Area 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.

Commerce Center

 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 GPEDC, Inc, PO Box 1155, Paducah KY 42002-1155.**

Contact Person _____ Telephone _____

Address _____

Email Address _____ Date(s) of Rental _____

Number of People Attending _____

RATES

| “Commerce Center Paducah Bank Community Room” 1st Floor | GPEDC or Chamber Members | Members of <u>both</u> GPEDC & 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 |

| “Commerce Center Committee Room” 1st Floor | GPEDC or Chamber Members | Members of <u>both</u> GPEDC & 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 _____

** 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 CATERERS

Artisan Kitchen

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

Bayou Southern Catering, LLC

P.O. Box 9543
Paducah, KY 42002-9543
(318) 347-9051
bayousouthernky@gmail.com

The Catering Company

1049 Park Ave.
Paducah, KY 42001
(270) 519-0717
parkco@hotmail.com

Chick-fil-A

5193 Hinkleville Road
Paducah, KY 42001
(270) 444-6061
02194@chick-fil-a.com
<http://www.chick-fil-a.com>

DeeDee's Delights

6000 Old US Hwy 45 S
Paducah, KY 42003
(270) 564-6425
deedeedelights14@gmail.com

Firehouse Subs

5194 Hinkleville Rd., Suite 107
Paducah, KY 42001
(270) 408-1782
snklucky@gmail.com
<http://www.firehousesubs.com>

Fresh Foodies Gourmet Catering & Meal Prep

532 N. 32nd Street
Paducah, KY 42001
(270) 49-8416
freshfoodies2016@gmail.com
<http://freshfoodiesgourmet.com>

J-Mack BBQ

2323 US Hwy. 62
Gilbertsville, KY 42044
(270) 909-3227
jmackbbq@yahoo.com
<http://jmackbbq.com>

McAlister's Deli

5021 Hinkleville Road
Paducah, KY 42001
(270) 442-0203
paducah1320@southernrockdeli.com
<https://www.mcalistersdeli.com/locations/ky/paducah/5021-hinkleville-rd-1320>

Mellow Mushroom

3121 Broadway, Suite 104
Paducah, KY 42001
(270) 216-4050
paducah_ky@mellowmushroominfo.com
<http://www.mellowmushroom.com/store/paducah>

Neil's Catering

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

Panera Bread Company

2950 James Sanders Blvd.
Paducah, KY 42001
(270) 442-0948
eric.ziegler@panerabread.com
<http://www.panerabread.com>

Qdoba Mexican Eats

5015 Hinkleville Rd., Suite C
Paducah, KY 42001
(270) 408-9999
qdobapaducah@gmail.com
<http://qdoba.com>

Soirées Events

2069 Irvin Cobb Dr.
Paducah, KY 42003
(270) 557-7518
events@soireeseventplanning.com
<http://www.soireeseventplanning.com>

Walker Hall Event Center

229 Madison Street
Paducah, KY 42001
(270) 575-4568
reservations@walkerhallevts.com
<http://www.walkerhallevts.com>