

Tomah Chamber & Visitors Center Facility Usage Rules



Welcome to your Tomah Chamber & Visitors Center, located at 310 N. Superior Ave. Tomah, Wisconsin! Thank you for considering our meeting facilities as the location for your next meeting or event. To preserve and maintain the building, a policy is necessary for the use of the meeting rooms. The Chamber & Visitors Center makes available its meeting space as a service to its members and the community at large to facilitate the development of the community and its businesses.

We are pleased to offer the use of the following meeting rooms for your use:

Meeting Room—Seats 20 people around the table. This room is equipped with an overhead projector and a speaker phone for conference calling.

Gathering Room—Seating for 32 at pub tables. Additional bench seating available. This room is equipped with a television screen projector.

Use of the facility is on a first-come, first-served basis. To confirm the date, the facility use application, including security deposit, must be received 14 business days prior to the function date. Requests with less than 14 days' notice will be handled on a space-available basis. Requests for reservations may be made up to six months in advance. If your request can be accommodated you will receive written confirmation of the reservation.

Standard facility use hours are Monday-Friday, 8:30 a.m.-5 p.m. Use of the meeting spaces for Tomah Chamber & Visitors Center business will always be the highest priority, followed by use by Chamber Members, followed by use by non-Chamber Members. At this time there is no cost for room usage at the Tomah Chamber & Visitors Center; however, a damage deposit of \$200 in cash is required. This requirement will be waived for Chamber members in good standing.

The Tomah Chamber & Visitors Center reserves the right to make any changes or modifications to the rules or fees for room rental at any time. We anticipate changes in our policies and rental fees as we find out what works for the community and also our office needs.

Tomah Chamber & Visitors Center Facility Usage Rules

Thank you for helping us to maintain the building by following our rules and guidelines.

1. All caterers must be members of the Tomah Chamber of Commerce. A list will be provided with your signed contract.
2. Immediately after the event, all food, service equipment, decorations and other items must be removed. All tables and chairs must be returned to their arrangements. The Tomah Chamber & Visitors Center is not responsible for any items left in the facility.
3. All garbage must be taken out to the garbage can located on the back side of the building immediately following the function. A member of your group is responsible for clean up, even if you are using a caterer.
4. The kitchen must be cleaned of all food materials, and the floors swept and mopped. No food may be left in the refrigerator.
5. NO SMOKING is allowed in any part of the building. Smoking is ONLY permitted on the western side of building. All cigarettes, cigars, and matches must be properly disposed of in the smoking receptacle.
6. No materials are to be placed on the walls or hung from the ceiling.
7. Do not attempt to adjust the thermostat. Direct any concerns about the room temperature to the staff member on duty for your event.
8. Notify a staff member if any changes need to be made to the settings on the ceiling mounted projector or audiovisual equipment.
9. Any damages will be charged to your security deposit. Damages in excess of your security deposit will be billed to you. By signing this agreement, you agree to

reimburse the Tomah Chamber & Visitors Center for replacement value of all damages.

10. Please be respectful that the Chamber office is a place of on-going business and respect the privacy of staff areas and workspace of employees.

11. Users shall provide a Certificate of Insurance showing the Tomah Chamber of Commerce and City of Tomah as additional insured.

Tomah Chamber & Visitors Center
Facility Use Application

Date Received: _____
Approved By: _____
Security Deposit: _____

Date of Event _____

Name of Business/Organization _____

Person Responsible for Event _____ Cell Phone _____

Mailing Address _____

Office Telephone _____ Email _____

Purpose of Function _____

Date Requested _____

Time of Function (Begin) _____ (End) _____

(Please include time to set-up and clean-up your event.)

Number of Participants _____

Facility Space Requested: Audiovisual Requested:

☐ Meeting Room

☐ Projector

☐ Gathering Room

☐ Speaker Phone for Conference Calling

☐ Kitchen Usage

I fully accept the terms of this agreement, agree to adhere to the Tomah Chamber & Visitors Center policies and rules provided to me prior to signing this agreement, and agree to be financially responsible for any damage to furnishings and/or equipment for the facility. I understand that the group named above shall be responsible for the loss of property or personal injury sustained by users of the building. The group named above also agrees to hold the Tomah Chamber & Visitors Center harmless from all damages to the meeting rooms and to the person and property of all users, spectators, supervisors and custodians.

Signed _____ Date _____

(This person must be present at the event.)

For more information please call: 608-372-2166

Submit form to:

Tomah Chamber & Visitors Center
310 N Superior Ave. / P.O. Box 625
Tomah, WI 54660
tomahchamber@gmail.com