

# Chelsea Chamber of Commerce

## OFFICE/CONFERENCE ROOM APPLICATION FOR USE

(Approved by Executive Board 6/30/2015)

Member \_\_\_\_\_

Business / Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Information: Office Phone \_\_\_\_\_ Business/Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Date(s) needed \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Purpose of meeting \_\_\_\_\_

Reservation time:

- Begin \_\_\_\_\_ AM/PM
- End \_\_\_\_\_ AM/PM

### **BEVERAGES AND LIGHT REFRESHMENTS ARE PERMITTED\***

\* Members understand that they are responsible for removing all trash and leaving the office space clean and free of spills, stains and crumbs etc. In the event trash or a mess including stains is left, the member may be charged with a cleaning bill and the possibility of denial of future use.

\*A CLEANING FEE WILL BE CHARGED FOR TRASH CARRYOUT, CLEANING INCLUDING STAIN REMOVAL, IF NEEDED AFTER YOUR RESERVATION. We encourage use of one of our member restaurants for meal time meetings.

STAFF MAY CANCEL RESERVATION IF APPLICANT IS NOT PRESENT WITHIN 30 MINUTES OF RESERVATION START TIME.

- Please notify by email to: [executivedirector@chelseachamber.org](mailto:executivedirector@chelseachamber.org)
- when arriving
- when leaving

Member understands that they are responsible for cleanup and locking the space. Conference room includes a table & 20 chairs.

Member Signature \_\_\_\_\_ Date \_\_\_\_\_