

CCH Historical Society
Hiwassee River Heritage Center
Conference Room Rental Policies
(9/1/19)

Welcome to the Hiwassee River Heritage Center! Thank you for selecting our conference facilities as the location for your next meeting or event. To preserve and maintain the Heritage Center facility, a policy is necessary for the use of the meeting rooms.

We are pleased to offer the use of the Carl E Colloms meeting room:

- ❖ Room is currently equipped to accommodate 40 people(*Furniture may not be rearranged.*)
- ❖ Room is equipped with audio/visual equipment for powerpoint presentations.

Organizations or local government entity may be eligible to use the facility on a first-come, first-served basis. To confirm the date, the facility use application, including credit card information, 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.

To receive a full refund, all cancellations must be received 48 hours prior to the date of function.

Facility use hours are Tuesday-Friday, 11:00 a.m.- 5 p.m. and Saturday 11:00a.m. - 3:00p.m. For a complete list of fees, please refer to the schedule. Rooms are not available on Sundays or holidays. Complete rules are attached. The Historical Society's Board of Directors reserves the right to make any changes or modifications to the rules or fee schedule at any time.

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<i>Date Received</i> _____
<i>Approved</i> _____
<i>Date</i> _____

Date of Event _____

Name of Business _____

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 _____

Requested Room Carl E. Colloms Education Room

Classroom

Setup (Education Room Only)

(Maximum Seating 40)

Reception

Auditorium

Audiovisual Request

Microphone

TV/Computer

Is food to be served? _____ yes _____ no. If yes, please see attached kitchen/catering requirements.

I fully accept the terms of this agreement, agree to adhere to the Charleston/Calhoun/Hiwassee Historical Society and Hiwassee River Heritage Center rental 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 if I do not give 48 hours' notice of cancellation of the event, I will be charged a cancellation fee equal to 50% of the room rental fee. 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 Charleston/Calhoun/Hiwassee Historical Society and Hiwassee River Heritage 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)

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

1. Immediately after the event, all food, service equipment, decorations, china and other items must be removed. The Historical Society/Heritage Center is not responsible for any items left in the facility.
2. All garbage must be taken removed from the facility immediately following the function. Please note if you are not using a caterer that will clean up after your meals, a member of your group is responsible for seeing that all garbage is removed from the facility and property. A fee of \$50 will be charged to your credit card if garbage is not removed.
3. The food prep area must be cleaned of all food materials, and the floors swept and mopped. No food may be left in the refrigerator.
4. To protect the carpet from stains, no brightly colored punch is allowed to be served in the building.
5. **NO ALCOHOLIC BEVERAGES are allowed in any part of the building or on any of our property.**
6. **NO SMOKING is allowed in any part of the building or in front of our entrance.**
7. No materials are to be placed on the walls or hung from the ceiling.
8. Please do not attempt to adjust the thermostat. Please direct any concerns about the room temperature to the staff member on duty for your event.
9. Please notify a staff member if any changes need to be made. Damage costs to the wall may be assessed if the wall is damaged due to movement.
10. Please notify a staff member if any changes need to be made to the settings on the video or sound equipment. Any damages to the equipment will be billed or charged to the damage deposit.
11. Please be respectful that the office and exhibit area is a place of on-going business and visitor reception, respect these areas for staff and visitors.

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Room

Fees:

Carl E. Colloms Education Room

\$25/hour--\$125 for full day

TV and Computer for showing Power Point Presentations is rented at \$15/hr. \$50 per day.

For reservations outside of normal Heritage Center hours (Tuesday-Friday, 11:00a.m.–5 p.m. and Saturday 11:00a.m-3:00p.m.), an additional fee of 100% of the hourly rate will be charged. A damage deposit of \$250 is required. (damage deposit waved if no food served)

No refreshments are provided by the Heritage Center.

Credit Authorization Form

This form authorizes the Charleston/Calhoun/Hiwassee Historical Society to charge my account for the fees associated with room rentals at the Hiwassee River Heritage Center facility. A copy will be emailed to registrant.

Charges:

Room Rental		Hrs. x \$ /hr.
Damage Deposit	\$250	
Before/After Hours Fee		Hrs. x \$ /hr. (100% of hourly rate)
Computer/TV Rental		\$15/hr; \$50 per day
Garbage Removal		\$50.00 if garbage not removed
Total		

_ Name on Credit Card (Please print)

_ Credit Card Number

Expiration Date

CVV Code

_ Billing Address for CC

City, State, Zip

Signed _____