LEBANON VISITORS' CENTER RENTAL AGREEMENT
221 W St Louis St, Lebanon IL, 62254

This Facility Use Agreement is made by and between the Lebanon Chamber of Commerce ("Chamber") and the Licensee identified below. Permission is granted to use the Lebanon Visitors' Center meeting room subject to the following terms and conditions:

1) Licensee accepts the facility "as is" and will comply with all Chamber rules and regulations.
2) Facility may not be used for unlawful purposes or in conflict with the Chamber's mission.
3) No smoking inside the Visitors' Center. Access as directed by Chamber representatives.
4) Chamber may cancel if Licensee's use conflicts with policy or regulations.
5) Licensee is responsible for acts of agents, employees, contractors, and guests.
6) The Licensee agrees to waive all claims against the Lebanon Chamber of Commerce arising from the use of the Lebanon Visitors' Center and further agrees to indemnify, defend, and hold harmless the Chamber, its officers, directors, employees, and volunteers from any claims, damages, losses, liabilities, or expenses arising from the Licensee's use of the premises, except to the extent caused by the Chamber's negligence or willful misconduct.
7) No alterations without prior approval (no nails or tacks placed in walls); facility must be restored to prior condition after use.
8) Deposit of $50 required; refundable if facility is left clean and restored.
9) Fee Schedule (see next page for selection).
10) Follow posted evacuation procedures.
11) Reservation Contract and deposit must be submitted at least 15 days before use.
12) A Chamber representative will meet Licensee at arrival and for closing, unless otherwise coordinated.

RESERVATION CONTRACT

Licensee: _____

Telephone: _____

Email Address: _____

Mailing Address: _____

City, State, Zip: _____

Date/Time of Event: _____

Approx. # of Attendees: _____

Description of Event:

_____

_____

LEBANON
Chamber of Commerce

VISITORS' CENTER RENTAL AGREEMENT

FACILITIES TO BE USED

Facility / Amenity	Yes	No
Street Level Reception Room	☐	☐
Basement Meeting Room	☐	☐
Big Screen TV for Projection	☐	☐
Kitchen	☐	☐
Will Food be Served?	☐	☐

FEE SCHEDULE (CHECK ONE)

☐ Chamber Member (1 to 4 hours) - $25

☐ Chamber Member (4 to 8 hours) - $50

☐ Non-Member (1 to 4 hours) - $60

☐ Non-Member (4 to 8 hours) - $100

☐ Non-Profit Organization - Donation

Please submit the signed Lebanon Visitors' Center Rental Agreement, along with a $50 deposit, at least 15 days prior to your event.

Completed forms and deposits may be mailed or dropped off at the Lebanon Visitors' Center during regular business hours or placed in the Visitors' Center mailbox.

For the fastest response, please scan and email your completed rental agreement to chamber@lebanonil.us.

For questions or additional information, please call (618) 537-8420.

Licensee Signature: _____ Date: _____

Chamber Representative: _____ Date: _____