



# VISITOR'S CENTER

200 East Main, Mascoutah, IL 62258

Phone: 618.566.7355 Website: [mascoutahchamber.com](http://mascoutahchamber.com)

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## Rental Agreement

Date of Event: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Individual/Organization/Company \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

## Rental Terms

The rental fee is \$100.00 per day. The rental fee must be received by the Chamber within seven days of making the reservation or the reservation will be cancelled.

A cleaning and security deposit of \$100.00 is required by separate check. The deposit check can be sent with the rental fee check or delivered when the key is picked up. This deposit will be held until after the event. If the attached checklist is satisfactorily completed and there is no damage to the building, furniture or fixtures your check will be returned within seven days. This deposit is required before you will be given the keys to the building. Renters may pick up the key the week of the event (Tuesday-Friday)

If you cancel your reservation less than seven days before your rental date, you will forfeit the rental fee.

You may decorate the building for your event, however, no holes may be made anywhere inside or outside of the building. Any decorations that leave a mark on the walls, floors, ceiling, furniture, or fixtures will result in the forfeiture of your deposit. Exterior doors may not be blocked. The Visitor's Center staff retains the right to enter the Chamber office during the event.

Please initial  
each term

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\_\_\_\_\_

Please initial  
each term

A 50" flat screen, LED television is available for use upon request. An instruction sheet will be provided. The following connections are available: HDMI, VGA, Component Video, and Coaxial. A DVD player is also available. Any cables that have disconnected from the television, changed, or damaged will result in the forfeiture of your deposit.

The Visitor's Center also has available, for a \$10.00 additional fee, a professional quality, portable sound system. The system includes two microphones and an input that can be connected to a computer, an mp3 player, or phone. Please note that there are only two inputs. If you choose to connect an external device, only one microphone can be used. Since this is a portable system, you will be charged the replacement cost for any missing or damaged parts.

The Visitor's Center offers professional sanitizing of the building prior to your rental. This is an optional service. The cost is \$50.00 for the meeting room and \$15 for the kitchen (if used). The sanitizing fee is payable at the same time as the rental fee. This fee is not refundable if the reservation is canceled less than seven days prior to the reservation.

I have read and understand the terms of this agreement. I also agree to abide by these terms and to complete the attached cleaning checklist.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please check here if you wish to have a receipt mailed to you: \_\_\_\_\_

Visitor's Center Wi-Fi Login information: Username: mycharterEIC-2g Password: silkycanoe462

-For Office Only-

Visitor's Center Representative: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_