BISMARCK MANDAN CHAMBER EDC 2027 ROOM RENTAL AGREEMENT

BISMARCK MANDAN CHAMBER | EDC

ROOM ☐ Energy Room (30+) Mandan Room (8) Bismarck Room (10)

Date of Event: _____

Rental Time-Frame: _____
(Includes set-up & teardown time)

Estimated Number Of People: _____

Technology Needs: _____

Brief Description Of The Event: _____

The Renter of the conference/meeting rooms are responsible for the conduct of all participants, guests, and invitees. Any damage to Chamber EDC property of facilities caused by event participants will be charged to the Renter.

PRICING:

	Energy Room		Mandan Room/ Bismarck Room	
	Half Day	Full Day	Half Day	Full Day
Member	*$90*	*$120*	*$60*	*$90*
Non-Member	*$180*	*$210*	*$120*	*$180*

Non-members must pay in full prior to day of event.

CONTACT INFORMATION:

Name: _____

Organization: _____

E-mail: _____

Phone Number: _____

BILLING: *(If different than contact information)*

Name: _____

E-mail: _____

Phone Number: _____

The Energy Room is set up in a "U" configuration. It is up to the renter to put the room back to it's original configuration. Renter should not tamper with the room technology. If you have questions, please find a Chamber EDC employee before troubleshooting. If food is catered for your event, garbages should be emptied and taken out to the dumpster.

By signing this contract, you have read and agree to the room rental policy.

Signed: _____

Date: _____

CREDIT CARD BILLING:

Name on Card: _____

Card Number: _____

Expiration Date: _____

CVV: _____

Zip Code: _____

**** The room reservation will not be confirmed until this document is signed and returned. ****