



**CONFERENCE ROOM RENTAL AGREEMENT**

The Lexington County Development Corporation/Greater Cayce-West Columbia Chamber of Commerce rental agreement includes the Board Room, Rest Rooms and Kitchenette area only at the address 1006 Twelfth Street, Cayce, SC 29033. The host must be present and be responsible for the facility.

Restrictions are as follows:

- 1) Regular LCDC/GCWCC functions have priority and all requests for the use of the facility must be cleared by the office.
- 2) LCDC will not be held liable in the event of injury, illness, accidents or theft of any items.
- 3) Forfeit of \$100 security deposit if not notified of cancellation.

All facilities should be left clean, neat and in orderly condition and all furniture returned to original set-up. **MAKE SURE ALL LIGHTS ARE TURNED OFF.** If heating/AC has been changed, please return it to the same temperature it was originally set to. Any host not complying with these requests will not be allowed to use the facilities again and the \$100 security deposit will be forfeited.

**RENTAL RATES:**

**CHAMBER MEMBERS**

Weekdays (2 hour minimum)	\$20/hour
Weekends (4 hour minimum)	\$20/hour

**NON-CHAMBER MEMBER**

Weekdays (2 hour minimum)	\$40/hour
Weekends (4 hour minimum)	\$40/hour + <b>\$100 Security Deposit</b>

**\*Security deposit will be returned upon satisfactory inspection of the facility.**

<b>Fee Charged:</b>	_____
<b>Date(s) to be used:</b>	_____
<b>Name of Responsible Host:</b>	_____
<b>Address:</b>	_____
<b>Phone Number:</b>	_____
<b>Signature:</b>	_____
<b><u>By agreeing to these conditions, the host using the facilities will be responsible for all damages beyond normal wear and tear not limited to the \$100 Security Deposit.</u></b>	