



Historic Apex Depot RESERVATION AGREEMENT

220 N. Salem St., Apex NC 27502
 (919) 362-6456 • Fax: (919) 362-9050
 Contact: info@apexchamber.com

User/Organization: _____
 Responsible Person: _____
 Address: _____
 City: _____ State: _____
 Zip: _____
 Phone: (H) _____ (W) _____
 Email: _____
 Purpose for Use of Facility: _____

 Number of Guests Expected: _____
 Visa/Master _____
 Exp. Date _____ V Code _____

SCHEDULING INFORMATION

Single Event:

Date: _____
 Time: _____

Recurring Event:

____ Monthly ____ Weekly

Dates:

Times:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Maintenance/Use Fees (check one):

Board Room 0-2 hrs.	\$50.00	_____
2-4 hrs.	\$65.00	_____
4-6 hrs.	\$85.00	_____
6-8 hrs.	\$100.00	_____
8-10 hrs.	\$120.00	_____

Fee Payment is due upon reservation for single events. Total Due _____

Recurring events must be paid two at a time; the first two at the time of the reservation; subsequent payments must be received prior to the next reserved date.

I certify that I am the authorized and responsible representative of the petitioning group; that the above statements are true to the best of my knowledge; that I have received and read a copy of the rules and regulations governing the use of the facility. I understand that failure to comply with any of the rules and regulations may result in the forfeiture of future rentals. The renting group, by virtue of its agent's signature on this contract, shall release the Town of Apex and the Apex Chamber of Commerce and its employees from all claims of damage or injury, directly or indirectly, arising from the group's use of the premises.

Signed: _____ Title: _____
 Date: _____

SINGLE EVENT \$ _____ PAID / date: _____

RECURRING EVENT date: _____ PAID / date: _____ PAID / date: _____ PAID /
 date: _____ PAID / date: _____ PAID / date: _____ PAID /



Rules and Regulations

Apex Chamber of Commerce
220 N. Salem Street, Apex NC 27502
(919) 362-6456 • Fax: (919) 362-9050
Contact: info@apexchamber.com
In Case of Emergency Call:
Brenda at 919-632-4713 or
Sue at 919-608-6532

Room Available:

Board Room - Occupancy Limit 16

Equipped with large stationary conference table, 16 chairs; electrical outlet, wireless internet connection and projector screen attached to wall.

Handicapped Accessible: Yes

Parking: Adjacent to building in front. (Do not park in Chamber staff spots during business hours.)

Reservations: -Full payment is due 24 hours prior to the event date.
-Recurring events must be paid two at a time.

Cancellation Policy: Full refund if notified two weeks prior to event

- Written applications are accepted at the Apex Chamber of Commerce Mon.-Fri.; 8:30 a.m. - 5:00 p.m.
- Reservations can be made up to 6 months in advance. The building is available between 7:00 a.m. and 10:00 p.m. Sunday - Friday.

Following the Event:

Cleaning must be completed prior to leaving the facility at the ending time listed on the Reservation Agreement. Failure to adequately clean the facility and restore tables and chairs to their proper place may result in additional charges.

- Clean the floor, wipe up spills, etc. cleaning supplies located in the kitchen.
- Remove all trash accumulated at the event and put it in receptacles **outside**. Additional trash bags are available under the kitchen sink. The trash receptacle sits along the edge of the street facing the fire station.

The facility Reservation Agreement does not authorize anyone to use the name "Apex Chamber of Commerce" or reference to it, as a sponsor or endorser of any event held on the premises by the user.