



WOMEN'S BUSINESS CENTER **RENTAL RATES & AGREEMENT**





WOMEN'S BUSINESS CENTER RENTAL RATES



Workshops/Meetings

Member Tier I

1-25 Employees

\$50 / 2 hours

plus \$75 Security Deposit (Flat Rate)

Member Tier II

26 or more Employees

\$100 / 2 hours

plus \$75 Security Deposit (Flat Rate)

Non-Member

\$100 / 1 hour

plus \$75 Security Deposit (Flat Rate)

- Each additional hour booked by GWCC Member accrues at a rate of:
 - \$25/Hour for Tier I
 - \$50/Hour for Tier II
- Rentals after 6pm may incur additional fees.

Exclusive Member Benefit

- One FREE HOUR per membership year
 - Free Hour benefit must be utilized in combination with a paid booking.

Please make checks payable to "Guam Women's Chamber of Commerce"

Guam Women's Chamber of Commerce is a 501(c)(6) Non-Profit Guam Corporation. Sponsorships may be treated by a business as a deductible trade or business expense if ordinary and necessary in the conduct of the sponsor's business.



WOMEN'S BUSINESS CENTER RENTAL GUIDELINES



Payment/Cancellation Policy

A refundable security deposit is due on execution of the rental agreement. We require an executed rental agreement to reserve/book dates. Rental fee is due, in full, seven (7) days prior to the event. Cancellations must be made 48 hours prior to the event or security deposit is non-refundable or forfeited. Non-payment can result in cancellation of the event. Forms of payment include cash, check or credit card.

Your final guest count and event setup instructions are due seven (7) days before your event.

Publicity/Media/Photography

The Guam Women's Chamber of Commerce (GWCC) reserves the right to review and approve, in advance, all proposed plans for events, including but not limited to space configuration, seating arrangements, décor, entertainment, and all setup delivery schedules.

In some cases - event invitations, posters, flyers, signs, or other publicity pertaining to the event, including press releases, must be reviewed and approved in advance by GWCC.

Photography/filming permission determined on a case-by-case basis.

Facility

Rental agreement covers the venue only. Renter is responsible for all other services/needs.

Staffing

A staff member of GWCC must be present during all hours of the event.

Parking

Parking is unassigned and available on a first-come, first-served basis.

Cleaning

The Renter will be responsible for ensuring that the Women's Business Center (WBC) is left clean after the event, including removing all trash from the facility or a fine will be issued to the Renter and taken from the security deposit.



WOMEN'S BUSINESS CENTER RENTAL GUIDELINES



Rentals

Renters must provide any supplies and equipment they require. Delivery of all equipment must be coordinated with staff of GWCC.

In compliance with fire regulations, doorways must not be obstructed. All applicable building capacity requirements, fire codes, and regulations regarding exits and entrances must be adhered to.

All rentals and equipment must be removed as promptly as possible after the event. GWCC shall not be held responsible for any equipment, material, or property of any individual left on premises by the Renter or its vendors.

Deliveries

Renter and/or Renter's vendors are responsible for loading, unloading, or carrying any equipment to the usage area.

Catering

Caterer must provide required and appropriate permits in connection with events. Food and beverages may be consumed and served in designated areas only.

The Renter will be responsible for ensuring that the caterer cleans up thoroughly. This includes removing all catering equipment, supplies and garbage from the premises.

Trash cans and liners within the WBC are the responsibility of the Renter. Renter/Caterer is responsible for emptying trash from cans and replacing liners throughout the event, and ensuring trash areas are clean at the end of the event.

Alcoholic Beverages

The Renter is solely responsible for complying with all laws, rules, ordinances, and regulations concerning the service and consumption of alcoholic beverages.

Smoking

No smoking is allowed in the WBC. Please use a designated smoking area outside.

Décor/Modifications/Repairs

Signs or other "markers" are not permitted outside the WBC unless approved in advance. No structural modifications or nails, staples, and tape will be permitted without prior approval. Renter shall be responsible for any costs to repair structure, walls, etc. to return its condition to pre-event state.



WOMEN'S BUSINESS CENTER RENTAL GUIDELINES



Power/Electric

All energy and power needs must be reviewed prior to the event. Electrical equipment may only be serviced by electrical lines designated by the WBC as having sufficient capacity.

Walk Through

It is strongly recommended that Renter conduct a detailed walk-through to determine specific needs with ample time before their event. Renter should also do a post-event walk-through with GWCC staff to identify any outstanding issues, damages, and extra cleanup if needed.

**Please note that these guidelines may be modified without prior notice.*

I hereby acknowledge that I have received and read these guidelines.

Renter's Signature

Date

Printed Name

Rental Guidelines

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WOMEN'S BUSINESS CENTER RENTAL AGREEMENT



This contract is made this day, _____, by and between the Guam Women's Chamber of Commerce (GWCC) and _____, hereafter referred to as the Renter.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Women's Business Center (WBC) located at 204 Hesler Place Ada Plaza Center Building B Suite 104 & 105 Hagatna, Guam 96910.

Whereas, GWCC agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

1. The Renter shall pay to GWCC the sum of \$ _____. Of this amount, \$ _____ is a security deposit which will be returned to the Renter upon settlement, minus any charges for actual damages done to the venue by Renter or his/her associates.
2. The Renter shall have access to and use of the venue from _____ at _____
Date Time
to _____ until _____ for the purpose of hosting the Renter's event.
Date Time
3. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it.
4. Upon Renter's completion of his/her obligations, GWCC shall return to Renter the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter's associates, guests, invitees, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent.
5. Renter shall indemnify and hold GWCC harmless for any physical damages and legal actions which may arise from Renter's use of the venue. Renter understands that personal responsibility, common care and caution is the responsibility of all persons on the property.

In witness of their understanding of and agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature Date

GWCC Rep's Signature Date

Printed Name

Printed Name