



Room Rental Terms of Use

Terms of Use

1. Rooms may be rented in 4 - 8 hour increments.
2. Room rentals are subject to availability and are booked on a first-come, first-served basis. If there are fluctuations in confirmed attendance, Williamson, Inc. reserves the right to reassign rooms accordingly.
3. Rooms must be used for a business-related event. Social gatherings are not permitted.
4. Rentals must be used for the event specified on the [Request Form](#). Inaccurate or untruthful statements made in applications, or violations of Williamson, Inc. Terms of Use, including non-payment, may place the responsible persons or organizations on an ineligible list for future use of facilities.
5. Non-Chamber related events involving minors/youth in attendance must obtain written permission from a Chamber staff member prior to the event.
6. Any activities or decorations involving open flames are prohibited, as is the use of any confetti, glitter or similar material as table decoration. The use of nails, pins, tacks, staples, glue or tape on walls, floors, doors, windows or ceiling is prohibited. All equipment, signage and/or decorations brought in by the user must be removed at the event's conclusion.
7. Williamson, Inc. is a non-smoking facility.
8. Williamson, Inc. reserves the right to refuse room rentals to any party.

Key policy

If your event is before or after business hours (M-F, 8:30 am - 5 pm), the office key will need to be picked up one business day prior to the event. At that time, you will be given a brief orientation on the office opening/closing procedure. At the conclusion of your event, leave the key at the front desk.

Audio/Visual Needs

Williamson, Inc. is pleased to offer a variety of state-of-the-art audiovisual equipment, including: a screen and projector for presentations, smart board, laptop, and a flip board. Please let us know of any audio/visual needs prior to the event so that we may help accommodate.

Clean Up

It is our expectation that you maintain an orderly event and leave the room in the same manner in which it was provided to you. You are expected to clean up any spills, stains, crumbs, trash,

or supplies at the conclusion of your event. Tables and chairs should be arranged in its original style.

Trash cans in the room and in the kitchen must be bagged and taken to the outside dumpster across from the Chamber office front entrance.

Excess damages to the room, furniture, or equipment are subject to an additional cleaning fee. Williamson, Inc. reserves the right to refuse future room rentals to parties that do not adhere to the clean-up policy.

Cancellation Policy

If cancellation of your event becomes necessary, changes to your room reservation must be made within 48 hours before your rental time begins in order to receive a full refund. Please call 615-771-1912 to notify of cancellation. No-show reservations will not be refunded. No exceptions!

Thank you for choosing Williamson, Inc. to host your next event or meeting. We hope that the above information will be helpful in planning your event. If you should have any questions or concerns about the material, please contact the Chamber Office at 615-771-1912. The Chamber Office is open from 8:30 a.m. until 5:00 p.m. Monday through Friday. Appointments are also welcome both during business hours and after hours to explore the facility and meet with staff.

Signature and Acceptance of Terms

This is a legally binding agreement. It is intended to clarify the expectations and responsibilities of the renting party and Williamson, Inc. The renting party shall receive a copy of this document. By signing the Room Rental Terms of Use, you agree to the terms and policies stated above. Failure to adhere to the Terms of Use could result in the responsible persons or organizations being ineligible for future use of facilities.

Signature

Date