

The Lannom Center
2000 Commerce Avenue
Dyersburg, TN 38024
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Terms & Conditions

In order to assure guests of a well-organized and successful function, we ask that you please read over and observe the terms and conditions associated with the leasing of the Lannom Center. If you have any questions regarding the outlined information, please do not hesitate to ask.

TYPES OF USAGE

- Educational/Training Forums
- Conferences
- Banquets
- Business/Private Receptions
- Other events as deemed reasonable by the Foundation Usage Committee.

RIGHT OF REFUSAL

The Foundation of the Dyersburg/Dyer County Chamber of Commerce (d/b/a The Lannom Center for Business Development) reserves the right to refuse rental of The Lannom Center for Business Development for any use which it deems lawfully incompatible with the Foundation's long term goals and objectives which include, but are not limited to: 1.) the advancement and diffusion or knowledge and understanding of economics, 2.) matters of public concern, 3.) finance, 4.) education and training, 5.) housing, 6.) human relations, 7.) problems of minority groups, 8.) science and technology, 9.) economic planning and development, 10.) international relations, and other subjects related to improved efficiency, development, and acceleration of both the quality and quantity of economic growth, quality of life, and employment opportunities in Dyersburg/Dyer County and the surrounding area. The Foundation of the Dyersburg/Dyer County Chamber of Commerce reserves the right to require references and to research past events in which the applicant has been involved.

RENTAL & FEE PRICING

The fee for usage of the Lannom Center is outlined on the price sheet. Prices will vary based on room needs, hours of the event, kitchen usage, equipment rental and other amenities needed for the event. The full rental balance is due the day before the event.

The rental prices include all of the following:

- Use of the Lannom Center (agreed upon room size, lobby, buffet hall, commercial kitchen, restrooms)
- Free parking in front of and behind the facility
- Free on-site wireless internet
- On-site representative for the duration of your event
- Rectangle tables (8-Foot Tables)
- White Chairs

- Audio and Visual Equipment (Please see list in the Audio/Visual Equipment section)
- Table & Chair Setup (ONLY if layout is provided prior to cutoff date)
- Trashcans and Trash bags
- Portable bars (2 available)

DEPOSIT & PAYMENT METHOD

In order to secure reservations of the Lannom Center, a \$250 **nonrefundable** security deposit is required. The amount of the deposit will be based on the total usage cost. Final payment for room usage and any additional services associated with the event shall be due the day prior to the event. Upon conclusion of the event the security deposit will be applied towards the total costs associated with the event. Damages that arise outside of normal wear and tear of equipment or furnishings (i.e. structural, carpet, furniture) and all costs associated with repairing and/or replacement of damaged item(s) will be the responsibility of the lessee. Lessee will be responsible for the balance of such damage and all costs associated with the rental of the conference center including all legal fees.

We accept the following forms of payment: VISA/MasterCard/American Express/Discover. If you wish to pay by check, final payment is due the day before the event. We will retain a card on file for each event in the event of damage or additional fees deemed necessary during the final walk thru at the conclusion of the event.

A \$35.00 fee will be charged for all checks returned due to insufficient funds.

DAMAGE DEPOSIT

No damage deposit is required per se. The Lannom Center does require a valid credit card and signature on file to serve as a deposit. Any outstanding charges or damage will be charged to this card unless other arrangements are made. Damages will be assessed in the final walk-through with day of event point of contact individual.

AUDIO/VISUAL EQUIPMENT

The Lannom Center is proud to offer audio/visual capabilities. Several types of equipment are available for your use; **arrangements should be made in advance for your specific needs.**

Should the audio/visual equipment become damaged while in use, you or your organization will be charged for all costs associated with the repair or replacement of such equipment. As general policy, the Lannom Center does not offer rental of audio/visual equipment for use outside the facility.

We have all of the following available upon request:

- Projector(s)
- Projector Screens
- Lavalier Microphone
- Portable Podium without Microphone
- Portable Podium with Microphone
- Wireless Internet
- Easels (Cork Board and Dry Erase)
- Handheld Microphone
- HDMI Cable (If additional adapter is needed, it is at the renter's discretion)

CATERING SERVICES

A "Preferred Caterer's List" will be provided to your organization listing caterers that are Chamber members upon request. The Lannom Center is not responsible for the arrangement or payment of catering services associated with the event.

The Lannom Center is not responsible for providing table clothes/skirts, linens, place settings, or glassware.

Caterers must follow all rules posted in the kitchen. Conditions of the kitchen must be as they were before arrival; a \$100.00 cleaning fee will be applied if policies are not followed.

KITCHEN USAGE

The kitchen must be cleaned and returned to the condition in which it was found prior to the event. The lessee will be assessed a cleaning fee if additional cleaning is necessary. The Lannom Center is not responsible for any items left by caterers, decorators, florists, or other parties associated with the event.

PORTABLE BARS

It is the responsibility of the bartender to clean the bars after use and dispose of all waste associated with the bar. There are 2 portable bars available upon request.

DECORATIONS

Decorations for your event are welcome; however, we ask that you please note the following rules:

- i. No nailing, stapling, or gluing of decoration on walls, doorframes, flooring, or ceilings.
- ii. Please use a 3M product with non-permanent backing. These can be found at your local office supply store.
- iii. Moving lobby furniture is not allowed by lessee. If the lessee requests the lobby furniture to be moved, a request must be made at least one week in advance of the event.
- iv. Decorations must be removed immediately after the event.
- v. Candle wax must be cooled prior to removal.
- vi. No birdseed/rice is to be thrown within the Lannom Center.
- vii. The Lannom Center will not be held responsible for any items remaining after an event.
- viii. Due to the sensitivity of the Lannom Center's security system, all balloons must be removed from the lobby immediately after the event. If balloons are left in the lobby after an event and cause the activation of the security system, the lessee will be assessed a \$50.00 response fee.

Failure to comply with these rules may result in additional fees.

EVENT ADVERTISING

The Lannom Center for Business Development reserves the right of final approval prior to publishing of all public information, including all advertisements, signage, exhibits or packets and promotional materials, to insure accurate description of the Lannom Center and its amenities. All informational materials shall reference the facility as "The Lannom Center". No informational materials shall be published or distributed prior to execution of the standard form of the facility's Lease Agreement. Violation of this policy shall result in the termination of any existing Lease Agreement and the retention by the Lannom Center of all deposits, rents and other sums previously paid.

ARRIVAL/DEPARTURE TIME

A representative of the Lannom Center will coordinate the arrival and departure time for your event. However, it is important to relay any time changes to the appropriate representative of the Lannom Center to ensure that all efforts are made to provide adequate staff coverage for your event. In instances in which departure times exceed the 15-minute grace period, a fee of \$200.00 per hour, with a minimum one (1) hour charge, will be assessed to the final amount due. A representative from the Lannom Center will be available during evening and weekend events. Arrangements for entering the center outside of normal business hours must be arranged prior to your event. Following the event, staff will complete a final walk through, and lessee will initial the walk-through sheet next to their departure time.

Facilities will close at 12:00 a.m. and the 15-minute grace period shall apply to closing time. Time exceeding the 15-minute grace period shall be billed at \$200.00 per hour with a minimum one (1) hour charge.

FINAL WALK THROUGH AFTER EVENT

Upon the conclusion of the event, the Lannom Center staff representative will conduct a final walk through to assess damages and ensure all rules are followed. The representative and lessee will both sign the final walk-through checklist. The checklist will then be used by Lannom Center management staff to apply additional fees if necessary.

NOISE POLICY

Due to the residential area in which the Lannom Center is located, events may not use excessive bass and reserves the right to request volume adjustment or cease loud music at any time.

SMOKING POLICY

The Lannom Center is a "Smoke Free" environment. A smoking area has been designated at the front and back of the building.

HOLD HARMLESS CLAUSE

LESSEE shall indemnify, defend and hold harmless the Dyersburg/Dyer County Chamber of Commerce, the Foundation of the Dyersburg/Dyer County Chamber of Commerce and each of their respective officers, directors, agents, employees, members and assigns, from and against all claims, damages, liability or expense, including attorneys fees, arising from or related to personal injuries or property damage sustained by any person or persons and arising directly or indirectly from the acts or omissions of the LESSEE, any of LESSEE's agents, employees, invitees or other persons for whom LESSEE may be responsible, or any of LESSEE's contractors, subcontractors, concessionaires, subtenants or their respective licenses, servants, agents, employees, contractors or subcontractors. **If LESSEE is a business or the use made by LESSEE of the Lannom Center is a public event, proof of insurance of the foregoing indemnity shall be provided.**

The LESSEE further agrees to exercise due care in the preservation of the premises and to prevent loitering and the presence of unauthorized persons during all usage periods.

HOUSE RULES

- 1) Lessee is not responsible for taking out or putting away tables and chairs with the exception that the event layout is not provided by the cutoff date
- 2) Lessee is not responsible for cleaning the floors with the exception of food or drink spills, for which the lessee and/or caterer are responsible
- 3) An excessive cleaning fee of \$100 will be applied when bodily fluids need to be cleaned up (blood, vomit, etc.)
- 4) Lessee is not responsible for cleaning the bathrooms
- 5) Report all spills or breakages to the on-site representative immediately so that proper measures can be taken
- 6) All music should be kept to appropriate levels
- 7) Throwing rice, birdseed, glitter, or other substances indoors is prohibited. Please direct these items to outside of the facility
- 8) Children are welcome at the Lannom Center. However, it is the lessee responsibility to see that they are supervised, and they are prohibited from running throughout the facility.
- 9) Smoking is allowed outside only and the ashtrays provided must be used. Please keep in mind that nicotine is toxic to plants and cigarettes extinguished in flowerbeds and pots can kill the plants. If excessive cigarette butts are found outside of the ashtrays, excessive cleaning fees may apply
- 10) Everything must be removed from the facility on the same day as the event unless prior arrangements have been made with management. The on-site representative cannot grant access to leave items in the facility.
- 11) If any illegal items are found or suspected of being in use during the rental event, we will notify the proper authorities to remove the individuals involved. If necessary, we retain the right to remove all renters and guests.
- 12) Facilities will close at 12:00 a.m. and the 15-minute grace period shall apply to closing time. Time exceeding the 15-minute grace period shall be billed at \$200.00 per hour with a minimum one (1) hour charge.
- 13) All trash must be removed from the facility and placed in the large dumpster behind the Lannom Center. Trash cannot be left on the loading dock or in any trashcan. In the event the dumpster is full and lessee is unable to throw trash in the dumpster, please notify the on-site representative and they will direct the lessee further. Failure to remove trash will result in a \$250 trash removal fee.

STAFF

Although our staff members do not operate as coordinators on the day of the event, a representative will be on hand during your event to assist you with any facility issues. In addition, the representative will also ensure all rules are being followed. Upon the conclusion of the event, the representative will conduct a final walk through to assess damages.

LIQUOR LIABILITY AND YOU

The sale of alcoholic beverages is prohibited unless a "Special Occasion License" is submitted by the lessee. Any remaining alcohol must be removed from the premises upon conclusion of the event. The server of alcoholic beverages may be liable for injuries sustained by intoxicated persons. The host of a social gathering may also be held liable for injuries caused by intoxicated persons. The host/Lessee shall remain on the premises during the entirety of the function.

Recommended precautions:

- a) Have available and promote the consumption of non-alcoholic beverages.
- b) When possible, use a licensed bartender (operator) to dispense drinks.
- c) Check ID's! Must be 21 or older for alcohol!
- d) Limit the number of drinks per person.

If you suspect someone has had too much to drink:

- a) Stop serving them!
- b) Provide a safe means of transporting them home.
- c) If the situation becomes difficult, the Lessee/Lessor shall call the police.