SINGLE-USE SPACE RENTAL AGREEMENT

The HUB Event Space | Bixby Metro Chamber of Commerce
Bixby, Oklahoma

Renter Name:	
Organization / Business:	
Address:	
Phone Number:	
Email Address:	
Event / Use Description:	
Event Date:	
Start Time:	
End Time:	
Estimated Attendance:	
Rental Rate:	Half Day $250 (4hrs) Full Day $500 (10hrs)
Payment Method:	
Card on File (Last 4):	
Signature Date:	

1. Purpose & Scope of Agreement

This Single-Use Space Rental Agreement ("Agreement") is entered into between the Bixby Metro Chamber of Commerce, operator of The HUB event space ("The HUB"), and the individual or organization identified above ("Renter"). This Agreement governs a single, one-time rental of The HUB event room for the date and time specified herein.

This Agreement does not constitute a lease or transfer of any real property interest, and does not guarantee future availability or access beyond the single event date confirmed below. Use of the space is granted as a privilege and is subject to the terms set forth in this Agreement.

2. Confirmed Event Details

The following single-use reservation has been confirmed by The HUB. This Agreement is valid only for the date and time specified below. Any changes to the event date or time must be requested in advance and are subject to availability.

- The HUB reserves the right to decline date change requests if the requested date is unavailable.

- This Agreement does not carry over to future dates. A new agreement must be executed for any subsequent rentals.
- The event room will be made available at the start time listed above and must be fully vacated, cleaned, and locked by the end time listed above.

Confirmed Event Date & Time:

Event Date	Start Time	End Time

3. Setup, Teardown & Self-Service Policy

The HUB event room is provided as a self-service space. The Renter is solely responsible for all setup and teardown associated with their use. No staff setup or teardown assistance is included under this Agreement.

- Renter is responsible for arranging the event room prior to use.
- All tables, chairs, and furniture must be fully broken down and returned to their designated carts and stored in their original location following each use.
- Renter must allow adequate time within their reserved window to complete full setup and teardown before vacating the space.
- All personal items, equipment, decorations, and supplies must be removed from the premises at the conclusion of each use. The HUB is not responsible for any items left behind.

4. Cleaning Requirements

The Renter agrees to leave the event space in a clean, orderly condition at the conclusion of the rental. The following cleaning responsibilities are required before vacating the premises:

- All trash must be removed from the event room and common areas used.
- Trash can liners must be replaced after removal of trash bags.
- All tables and chairs must be wiped down prior to being returned to storage.
- Floors must be swept in their entirety throughout the used space.
- High-traffic areas & any spills must be mopped following each use.

Cleaning Fee for Non-Compliance:

If The HUB staff determines that cleaning responsibilities were not completed to the standard outlined above, a cleaning fee of $100.00 will be charged to the card on file with notice.

5. Card on File Requirement

A valid credit or debit card must be placed on file with The HUB prior to or at the time of signing this Agreement. The card on file may be charged for:

- Cleaning fees resulting from failure to meet post-use cleaning standards ($100.00 per occurrence).
- Any damage to The HUB facilities, equipment, or furnishings caused during Renter's use.
- Any other charges outlined in this Agreement.

The Renter will be notified of any charges applied to the card on file. The card on file must remain valid through the date of the event and for a reasonable period following to allow for any post-event charges.

6. Cancellation & Courtesy Notice

The HUB understands that plans can change. As a courtesy to our staff and to other community members who may wish to use the space, the following cancellation policy applies:

- Cancellations must be communicated to The HUB no less than 48 hours prior to the scheduled event date and time.
- Cancellation notice may be submitted by phone or email to the designated HUB contact.
- Cancellations received with less than 48 hours notice will result in forfeiture of any payment made and will be noted for future rental requests.

To cancel your reservation, contact: Jamie Moody | 918-366-9445 Opt. 3

7. Conduct & General Use

The Renter agrees to use The HUB in a manner consistent with the values and standards of the Bixby Metro Chamber of Commerce and the broader Bixby community. The following apply during all uses:

- The Renter is responsible for the conduct of all guests, attendees, and vendors present during their reserved time.
- Renter agrees to comply with all applicable laws, ordinances, and The HUB facility policies.
- Any damage to the facility, furnishings, or equipment must be reported to HUB staff immediately.
- Subletting or granting access to the space to any third party not identified in this Agreement is not permitted.

8. Rental Payment Terms

The Renter agrees to pay the rental rate identified at the top of this Agreement for the single confirmed event date. The following payment terms apply:

- Deposit of $150 is due at time of booking.
- Full Payment is due two weeks prior to the event unless otherwise agreed upon in writing by both parties.
- Accepted forms of payment include cash, check (payable to Bixby Metro Chamber of Commerce), or card on file.
- The rental rate covers use of the event room only, for the time window specified. No additional services are included unless separately agreed upon in writing.
- The HUB reserves the right to deny access to the space if payment has not been received two weeks prior to the event date.

This is a one-time rental. Any future use of The HUB will require a new agreement.

9. Cancellation by The HUB

The HUB reserves the right to cancel this Agreement and deny access to the space in the event of:

- Non-payment prior to the event date.
- Misrepresentation of the intended use of the space.
- Conduct or planned activities inconsistent with Chamber values or community standards.
- Emergency circumstances beyond The HUB's control.

In the event of a cancellation initiated by The HUB, any payment received will be refunded in full. The HUB's liability is limited to the return of payment and does not extend to any other costs or damages incurred by the Renter.

10. Agreement & Signatures

By signing below, both parties acknowledge that they have read, understood, and agree to all terms set forth in this Single-Use Space Rental Agreement. This Agreement is valid only for the event date and time confirmed above.

Renter:

Signature		*Printed Name*
Date		*Organization / Business (if applicable)*
Phone Number		*Email Address*

The HUB / Bixby Metro Chamber of Commerce:

Authorized Signature		*Printed Name & Title*
Date		

Thank you for choosing The HUB. We look forward to having you.
Please retain a signed copy for your records.