

# The Lannom Center for Business Development

Conference Center/Banquet Facility  
2000 Commerce Avenue  
Dyersburg, TN 38024  
731-285-3433

## **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.

### **I. TYPES OF USAGE**

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

### **II. 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 of 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.

### **III. FEE SCHEDULE**

The fee for usage of the Lannom Center is outlined in the Fee Schedule. Prices will vary based on room needs, hours of the event, kitchen usage, equipment rental and other amenities needed for the event. Events that extend beyond 12:00 midnight will be charged an additional rate of \$50.00 per hour. 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.

### **IV. DEPOSIT & PAYMENT METHOD**

In order to secure reservations of the Lannom Center a 50% 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 upon conclusion of the event. Upon conclusion of the event the 50% security deposit will be applied towards the total costs associated with the event, including any damages that may occur. 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. Security deposits will be applied to damages and lessee will be responsible for the balance of such damages and all costs associated with the rental of the conference center including all legal fees.

Notice of cancellation, in writing, must be given within 30 days from the date reservations are made. Cancellations made after the 30 day time period are non-refundable. Should the cancellation fall within the 30 day time period, deposit(s) will be refunded less a \$35.00 processing fee per deposit.

We accept the following forms of payment: VISA/MasterCard/American Express/Discover. If you wish to pay by check, final payment is due upon conclusion of the event.

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

## **V. AUDIO/VISUAL EQUIPMENT**

The Lannom Center is proud to offer the latest in 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.

## **VI. CATERING SERVICES**

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

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.

## **VII. PORTABLE BARS**

It is the responsibility of the bartender to clean the bars after use and dispose of all waste associated with the bar.

## **VIII. KITCHEN USAGE**

A kitchen fee will be charged per day for catered events. 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.

## **IX. DECORATIONS**

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

1. No nailing, stapling, or gluing of decoration on walls, doorframes, flooring, or ceilings.
2. Please use a 3M product with a non-permanent backing. These can be found at your local office supply store.
3. Moving of lobby furniture is discouraged. If the lessee requests the lobby furniture to be moved, a \$50.00 non-refundable fee will be charged.
4. Decorations must be removed immediately after the event.
5. Candle wax must be cooled prior to removal.
6. No birdseed/rice is to be thrown within the Lannom Center.
7. The Lannom Center will not be held responsible for any items remaining after an event.
8. No glitter or confetti will be allowed inside the Lannom Center. A \$100.00 cleaning fee will be assessed for clean up if glitter or confetti is used.
9. Due to the sensitivity of the Lannom Center's security system, all balloons must be removed immediately after the event. In the event that balloons are left after an event and cause the activation of the security system, the lessee will be assessed a \$50.00 response fee.

## **X. 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 for Business Development". 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.

**XI. 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 insure that all efforts are made to provide adequate staff coverage for your event. The Lannom Center provides a 30 minute grace period for estimated arrival times. In instances in which arrival times exceed the 30 minute grace period, a fee of \$15.00 per hour, with a minimum one (1) hour charge, will be assessed to the final amount due.

**XII. SMOKING POLICY**

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

**XIII. 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.

**XIV. 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.

By receipt and review of this document, I agree to the above terms and conditions,

\_\_\_\_\_  
signature of responsible party

\_\_\_\_\_  
title  
(if applicable)

\_\_\_\_\_  
date

---

Event Date:\_\_\_\_\_

Rate:\_\_\_\_\_

Deposit Date:\_\_\_\_\_

Deposit \$:\_\_\_\_\_

Balance \$:\_\_\_\_\_