

**WHIDBEY TELECOM
COMMUNITY MEDIA AND CONFERENCE CENTER "CMCC"**

1651 Main Street • Freeland, WA 98249
360.321.1122 / www.whidbey.com

The Whidbey Telecom Community Media and Conference Center "CMCC" is located at the heart of the Whidbey Telecom Customer Experience Center in Freeland. The CMCC features 1378 square feet of meeting and event space for up to 120 guests and boasts state-of-the-art smart room technology which can be managed remotely or from a touch screen pad. Optional refreshment and food service is available through the WiFire coffee bar (our in-house coffee bar and grill). Well-equipped, technically advanced and trimmed with stunning artwork and beautiful finishes, the CMCC is an ideal setting for board or committee meetings, conferences and seminars, lectures, presentations and special events.

Features

- **162" High Definition Screen**
- **7.1 Surround Sound**
- **1080p Projector**
- **Wireless Internet - 54 Megabyte Upload/Download Speeds**
- **Custom Table and Chair Configurations**
- **Entertainment Ready with Blu-Ray DVD Player and CD Player**
- **Equipped with Pointer/Clicker, Podium, Powered Tables and Smart Room Technology**
- **Accommodates Most Media and Personal Computer Types**
- **Refreshments Available Through WiFire Coffee Bar**

ROOM SPECIFICATIONS:

Dimensions	Sq. Ft.	3'x 6' Tables	Ceiling	Entrance	Chairs	Capacity
32.5'x 38'	1378	15	12'	8' x 6'	120	197

CMCC RATES AND AVAILABILITY:

Regular CMCC Business Hours: Monday-Friday 9:00 am – 5:30 pm

- **Rates:** \$75.00 per hour (2-hour Minimum)

Outside Regular CMCC Business Hours:

- **Premium Rates:** \$150.00 per hour

HOLIDAY CLOSURE SCHEDULE:

The CMCC is closed New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve and Christmas Day.

PICTURES INSIDE WHIDBEY TELECOM'S
COMMUNITY MEDIA AND CONFERENCE CENTER "CMCC"



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REFRESHMENTS

Take a delicious opportunity to refresh event participants with snack and beverage selections served from our WiFire Coffee Bar. Choose from any of the following options:

BEVERAGE SERVICE – \$3.00/person

WiFire’s own signature blends of locally-roasted, regular and decaffeinated coffee, a variety of Steven Smith teas and bottled water, serviced and refreshed for the duration of your event.

ASSORTED PASTRIES – \$3.00/person

Hearty, fresh-baked pastries including muffins, cinnamon and savory breakfast rolls.

ASSORTED COOKIES – \$1.50/person

A sweet selection of cookies baked fresh in our WiFire kitchen.

ASSORTED SNACKS – \$2.00/person

Crispy and crunchy snack options – including chips, popcorn and nuts – perfect for an afternoon break or as a side option to accompany our lunch platters.

Mixed Greens Salad – \$5.95/person

Fresh mixed greens with assorted toppings and house-made croutons.

Turkey Pesto Wrap – \$3.25/person

Combination of turkey, provolone, roasted red peppers, spinach & mixed greens, and finished with pesto sauce on a tomato basil tortilla.

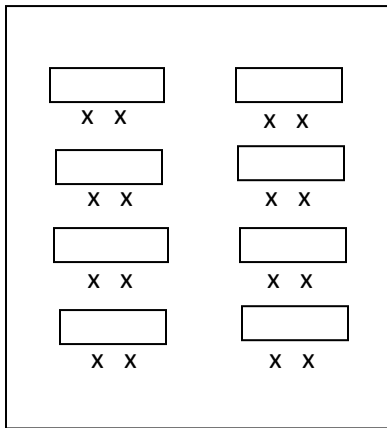
***Orders for refreshments must be received no later than ten (10) days prior to the event.**

We welcome you and your guests to stop by WiFire - our Fireside Coffee Bar. Purchase specialty espresso drinks, ice-cold beverages, crisp salads, grilled Paninis, hand-made wraps and sweet treats!

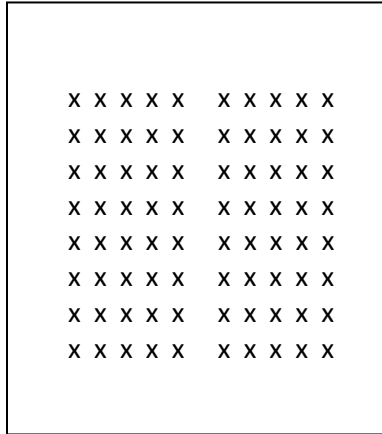
WiFire Grill Hours of Operation: M-F 6 am-5:30 pm, Sat 7 am-3:30 pm & Sun 8 am-3.30 pm

*Please note: WiFire Coffee Bar orders are a separate transaction from the CMCC, as such, your order total (plus tax) should be paid to WiFire Coffee Bar.

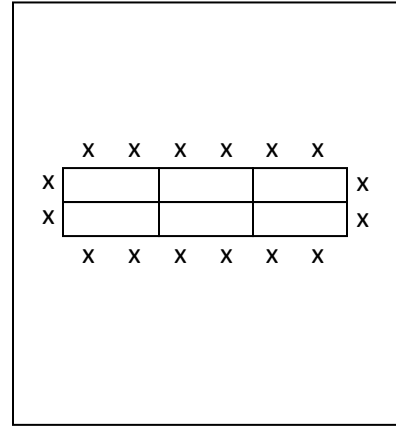
**WHIDBEY TELECOM COMMUNITY MEDIA AND CONFERENCE ROOM
"CMCC" SETUP OPTIONS**



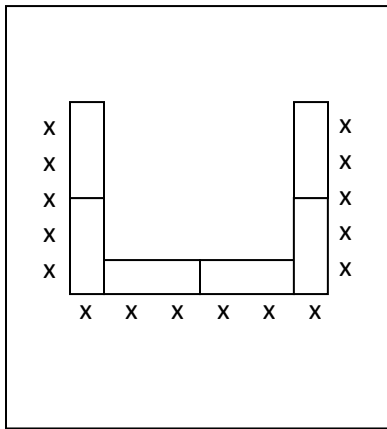
**Basic Classroom
(Included)**



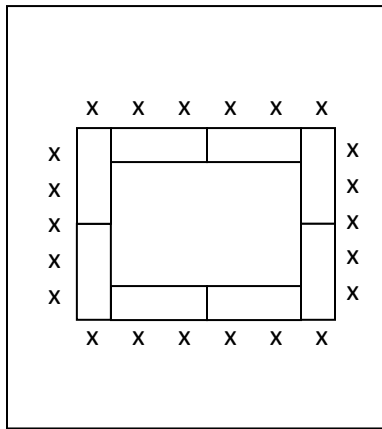
Theatre



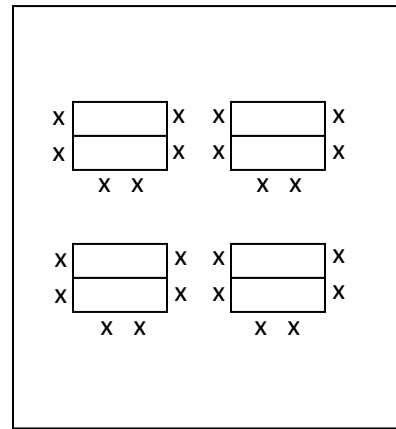
Board Meeting



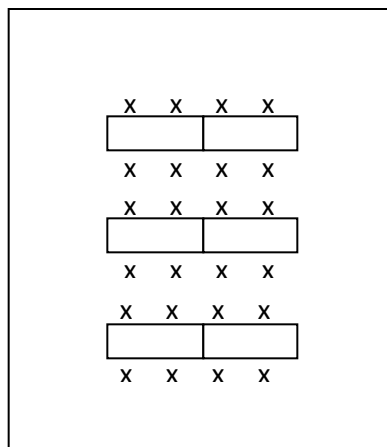
U-Shaped



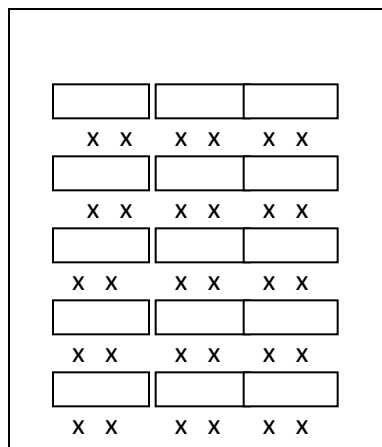
Square



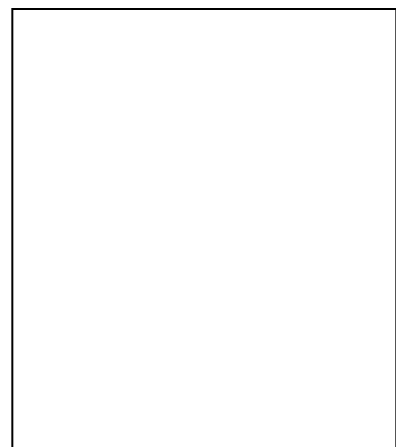
Work Groups



Dining



Extended Class Room



**Custom Diagram
(Please Specify)**

Available Seating Accommodations:

120 Chairs (setup in rows) or up to 15 tables with up to 3 chairs at each table

Basic Classroom setup is included with the rental of the CMCC

Other set configurations are an additional charge of \$50.00 per event

**WHIDBEY TELECOM
COMMUNITY MEDIA AND CONFERENCE CENTER "CMCC"
GUIDELINES, TERMS AND CONDITIONS**

Hours of Operation:

The CMCC is available for rental: Monday – Friday 9:00 am – 5:30 pm*
The Customer Experience Center: Monday – Friday 9:00 am – 5:30 pm
WiFire Fireside Coffee Bar: Mon-Fri 6:00 am-6:00 pm, Sat 7 am-4 pm & Sun 8:00 am-4:00 pm

*Special arrangements to access the CMCC before or after standard operating hours must be approved in advance and will be billed at a **premium** rate.

Rental Rates:

- **Regular Business Hours:** \$75.00 per hour (2-Hour Minimum)
- **Outside Regular Business Hours (premium):** \$150.00 per hour. (Events scheduled before or after Regular CMCC business hours, and/or rentals exceeding contracted hours, will be billed at a **premium** rate of \$150.00 per hour or any portion thereof.)

Deposits:

A payment of 50% of the rental charge is due at the time of contract. At the discretion of Whidbey Telecom, a refundable damage deposit may also be required. Any events involving outside food or drink will require a refundable \$250 security deposit. The remaining rental balance and full payment for refreshment requests is due one week prior to the event. No event will proceed unless payment in full has been made prior to the event. Any additional charges incurred during an event will be billed to the Renter designated on the Facility Rental Agreement.

Payments:

Whidbey Telecom **accepts all major credit cards** (MasterCard, Visa, American Express and Discover) **cash, check, certified check and money orders.**

Orientation:

Prior to a scheduled event, renter is required to meet with CMCC management to discuss fees, deadlines, rental policies and conditions, and to orient renter to usage of CMCC facility and technology.

Event Set Up and Clean Up:

Setup requests must be submitted to CMCC management at least one week prior to the event. Nothing may be stapled, nailed, pinned, tacked, or otherwise affixed, to the walls of the CMCC. Please inform the Front Desk Concierge and/or CMCC management immediately in the event any damage occurs to the CMCC or property located in it. (Please use the **contact list** – located at the CMCC podium for specific contact information.) Renter is responsible to return the center and its contents to original condition and configuration upon departure.

Food and Beverage:

A refreshment menu is available through our WiFire coffee bar or Renters may bring in outside food and drink upon approval. Food and beverage orders and payments must be submitted to CMCC management one week prior to the event. A refundable \$250 damage deposit will be required for any events that include outside food and drink.

Initials _____
Date

**WHIDBEY TELECOM
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GUIDELINES, TERMS AND CONDITIONS**

Insurance:

At the time of Renter's execution of a contract for use of the CMCC, Renter shall provide to Whidbey Telecom proof and policy limits of liability insurance (commercial or homeowner's) that will cover the activities of Renter and its guests and invitees at the CMCC. Renter shall be liable for any loss or damage to the CMCC and its contents caused by Renter and its guests and invitees at the CMCC. Renter shall be liable for the full replacement cost of any lost or damage to CMCC property caused by Renter and its guests and invitees.

Licenses and Permits:

Renter is responsible to obtain any licenses, approvals and permits necessary to stage events and for full compliance of copyright laws. Appropriate licenses and permits may include, but are not limited to special occasion, special event, banquet, public performance, business licenses and alcohol permit.

Conduct:

Whidbey Telecom stands upon principles of integrity, respect, service and ethical business practices. Users and guests of the CMCC shall conduct themselves in a manner consistent with these principles. Renter is responsible for the conduct of his, her, or its guests and invitees during their use of the CMCC. Violence, profanity, lewd behavior, obscenities, illegal activity and disrespect or harm to property or others will not be tolerated. Permission to use the CMCC is subject to the approval of Whidbey Telecom, which reserves the right to refuse access to the CMCC to any persons, organizations or groups for any lawful reason.

Restrictions:

Whidbey Telecom is a zero tobacco use company, and the Whidbey Telecom Customer Experience Center is a smoke-free facility. Smoking is not permitted in the CMCC or within 25 feet of the building. Overnight lodging in the CMCC is not permitted.

Cancellations:

Please notify CMCC management of any changes or cancellations to an event as soon as possible. We will attempt to accommodate necessary schedule changes due to unforeseen circumstances. However, if a change is not possible and an event must be canceled, the booking deposit will be refunded for cancellations two or more weeks in advance of a scheduled event. The booking deposit will be forfeited for any events canceled less than two weeks prior to an event. The entire booking deposit and 25% of the food and beverage charge will be forfeited for any cancellations less than one week prior to a scheduled event. Full rental and refreshment charges will be assessed to any event cancelled less than 72-hours prior to an event.

Indemnification:

Whidbey Telecom shall not be liable for any loss, theft or damage to property of that may occur at the CMCC unless such loss, theft, or damage is caused directly by acts or omissions of Whidbey Telecom.

Renters shall defend and hold Whidbey Telecom harmless from all damage to the CMCC and its contents and for personal injuries caused by Renter and its guests and invitees during their use of the CMCC.

Medical Emergency/First Aid Kit:

In the event of a medical emergency, use the courtesy phone to call 911. To find the **Heart Defibrillator**, take an immediate right out of the main entrance to the conference center and look for it on the right wall before the door to the back office. A **First Aid kit** is in the cabinet at the back of the Conference Center (left side/lower shelf).

Contacts:

Prior to a scheduled event, please contact CMCC management with any questions or concerns. During regular Customer Experience Center hours, direct all questions (during an event) regarding security, equipment, facility, maintenance or medical issues to the Customer Experience Center Concierge at the front desk (360-321-1122). Before or after regular business hours of Monday-Friday, 9:00 am-5:30 pm, please refer to the contact information card located in the CMCC podium.

Initials Date

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RENTAL AGREEMENT

CONTACT INFORMATION:

Renter: _____ Date: _____
Email: _____ Phone: (____) _____
Address: _____
City: _____ State: _____ Zip Code: _____
Renter's FEIN (If Renter is an organization): _____

EVENT INFORMATION:

Event Title: _____ Event Date ____/____/____
Event Time: _____ to _____ **Estimated # of Guests:** _____
Arrival Time: _____ Departure Time: _____ **Total Event Duration:** _____

Please provide a brief description of your event: _____

REFRESHMENT REQUEST:

- Beverage Service – \$3.00/person
- Assorted Pastries – \$3.00/person
- Assorted Cookies – \$1.50/person
- Assorted Snacks – \$2.00/person
- Green Salad – \$5.95/person
- Turkey Pesto Wraps – \$3.25/person
- I will not require Refreshment Service for this event

ROOM SETUP REQUEST: *(Additional fees may apply*)*:

Guests: _____ # Tables: _____ # Chairs: _____

Basic Classroom (Included)

***The following configurations *may* require a \$50.00 fee, per event:**

- Extended Classroom
- Theater
- Board Meeting
- U-Shaped
- Square
- Work Groups
- Dining
- Custom (please use diagram to the right)

Custom Diagram

*A room setup fee of \$50.00 may be required if the CMCC rental expense is covered (in whole or in part) by a donation from Whidbey Telecom.

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Rental Agreement Continued

AUDIO / VISUAL REQUEST: *(Additional fees may apply):*

- Podium
- Video Projector
- DVD
- CD
- Microphone
- Pointer/Clicker

ROOM RENTAL: *(Additional fees may apply):*

- Business Hours: \$75 Per Hour Mon-Fri 9:00 am-5:30 pm (2-Hour minimum)
- Outside Business Hours: \$150.00 Per Hour (Premium Rate)

OFFICE USE ONLY

Event Duration: _____ **Estimated # of Guests:** _____

- Rental Fee: \$ _____
 Event Duration: _____ x \$ _____ / Hour
 - Damage/Security Deposit: \$ _____
(Please submit a separate check written to Whidbey Telecom)
 - Refreshments: \$ _____
 _____ Guests x \$ _____
(Please submit a separate check written to WiFire)
 - Additional Fees: _____ \$ _____
 - Applicable Taxes: _____ \$ _____
 - Total:** _____ \$ _____
 - Less Reservation Deposit:** _____ \$ _____
- Balance Due by:** _____ (One-Week before Event) \$ _____

Renter understands and agrees that a reservation deposit of 50% of the rental fee is required to reserve the Whidbey Telecom Community Media and Conference Center "CMCC," and a separate damage deposit may also be required. **The total balance is due one week prior to the scheduled event.**

The undersigned certifies that he or she is either the "Renter" designated above or is an authorized representative of the "Renter" designated above, verifies that the information he or she has provided in this agreement is correct and true, and states that he or she has read and understands the guidelines for use of the CMCC and that Renter agrees to the Terms and Conditions of its use.

Signature: _____ Date: _____

Printed Name: _____ Title: _____