



# CARLILE CONFERENCE ROOM

## Novato Chamber of Commerce

**The Carlile Conference Room** located at the Chamber's Offices in the Old Carlile House allows people, businesses and Chamber Committees to hold meetings in a professional setting. If you or your business wish to use the Carlile Conference Room, please let our Chamber staff know and we will work with you to make arrangements.

### CONFERENCE ROOM AMENITIES

**Visitors to the Carlile Conference Room** will find a Board-Room style setup that seats anywhere from 15-20 guests. The room is adjacent to a Men's & Women's Restroom, Small kitchenette for you and your guests to prepare small food items, coffee or tea as well as a fully stocked set of silverware, plates, cups and napkins. Wireless Internet is available on the Novato Chamber's Guest Access Network and the phone system inside the room is set up to make outside calls.

### PARKING & VISITORS

**Parking is available along** DeLong Avenue & Reichert Avenue. There is also a Free Parking Lot (Zenk Lot) off of Reichert Avenue across the street from *Whole Foods Market* and *the Millworks*. **PLEASE NOTE:** The Carlile House does have parking behind it accessible from Reichert Avenue, but because the Carlile House also serves as Novato's *Visitor and Information Center* there must always be available parking behind the home for tourists. Please have your party consider the available street parking or the Zenk Parking Lot when planning your visit. Thank you!

### PRICING / RESERVING THE CARLILE CONFERENCE ROOM

If you and your party are ready to book the conference room, please contact the Chamber's Event Coordinator Christina Niles with the dates and time you wish to Reserve the Room.

FREE for Novato Chamber of Commerce Members

\$45/day for Non-Members



FIGURE 1: THE OLD CARLILE HOUSE ALSO SERVES AS HEADQUARTERS OF THE NOVATO CHAMBER OF COMMERCE, AS WELL AS THE VISITOR & INFORMATION CENTER



FIGURE 2: THE CARLILE CONFERENCE ROOM IS AVAILABLE FOR RENT AT THE CHAMBER OF COMMERCE. IF THIS ROOM DOES NOT SUIT YOUR PARTICULAR NEEDS, WE ENCOURAGE YOU TO CONTACT REGUS FOR OTHER OPTIONS.

NOVATO CHAMBER OF COMMERCE: SUPPORTING THE LOCAL ECONOMY FOR OVER 100 YEARS



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Payment can be made out to the Novato Chamber of Commerce and is due at the beginning of your reserved time slot. We accept Cash, Credit Card & Checks.

**PLEASE NOTE:** Due to volume we are not able to accommodate a reoccurring reservation. Reservations must be made on a case-by-case basis. We apologize for the inconvenience.

### ANOTHER OPTION

If the Carlile Conference Room does not suit your particular needs, please consider [Regus Office Space](#). Located at the Woodside Building, only a block up from the Chamber's Offices at DeLong Avenue & Redwood Boulevard, Regus offers a wide variety of office needs including one-day rentals and leased office space. [Click Here to Learn More](#) about Regus or to [Get in Touch With Their Services](#)

