

# West Coast Chamber – Zeeland Office

47 East Main Avenue, Zeeland

## **Member Access**

West Coast Chamber members may use our Zeeland office on a space available basis. The space accommodates up to 14 with 10 chairs around a large conference table and 4 chairs around an adjacent, smaller table. To reserve the Zeeland space go to <http://www.westcoastchamber.org/reserve-conference-room>.

## **Access Code**

After submitting the online reservation, you'll receive a confirmation email with your unique code to access the building. Make sure to include the # sign after the four-digit code. The code works during your allocated time and unlocks the door briefly, then automatically locks again.



Remember to press the # key after entering four digit code

## **Technology**

Wireless internet access is available through the Chamber Guest account with password wccwireless. The TV has an HDMI cable to connect your computer (cable is tucked behind TV). There is also a large whiteboard with markers for your use. Whiteboard cleaner is located on a shelf in the restroom.

## **Refreshments**

You may bring refreshments into the building, but do need to provide your own serving ware. We encourage you to use local Chamber members for your catering needs:

The Farmhouse	(616) 772-9330	<a href="http://www.thefarmhousezeeland.com">http://www.thefarmhousezeeland.com</a>
Frank's Restaurant	(616) 772-7085	<a href="http://www.franksburgers.com">http://www.franksburgers.com</a>
Hungry Howie's	(616) 772-7070	<a href="http://www.hungryhowies.com">http://www.hungryhowies.com</a>
Mainstreet Beanery	(616) 748-7689	<a href="http://www.mainstreetbeanery.com">http://www.mainstreetbeanery.com</a>
Pizza Hut of Zeeland	(616) 772-7000	<a href="http://www.michiganpizzahut.com">http://www.michiganpizzahut.com</a>
Public/1983 Restaurants	(616) 741-9772	<a href="http://www.1983Restaurants.com">http://www.1983Restaurants.com</a>
Wolfies Sandwiches	(616) 772-6442	<a href="http://www.wolfiessandwiches.com">http://www.wolfiessandwiches.com</a>

## **Parking / Accessibility**

There is on-street parking available or you may park in the lot across the street next to the church. Please be aware that there are two steps to enter the building.

If it has snowed before your arrival and you need to clear the front steps/walkway, a shovel and salt are available for your use.

## **When Leaving**

- Turn off all lights and push all chairs into the tables
- Clean the whiteboard
- Take all food/trash to the dumpster in the public parking lot behind the downtown buildings
- Double check that the front door is locked (red indicator light should be on)

## **Emergency Contact**

Call Jodi or Jane at the Chamber office (616) 392-2389 or Jodi's cell (616) 283-1256.