

CONFERENCE ROOM REQUEST FORM-2019

Fostering the business community's entrepreneurial climate, the Chamber offers a spacious conference room to members and non-members. Reservations are required and based upon availability.

Rates of Reservation

Members: **FREE** for up to 2 hours per month. \$30 each additional hour or \$150 full day (8 hours)

Non-Members: \$70 per hour or \$500 full day (8 hours)

Payment: Full payment & paperwork required (see back) to secure reservation, plus a \$25 refundable cleaning deposit. No cancellation charge with 24-hour notice. Cancellation charge with less than 24-hour notice is 50% of rental fee.

Price includes:

- Spacious air-conditioned private conference room
- 12 Ft. conference table, seating 15 comfortably in addition to perimeter seating for 10
- Use of refrigerator, coffee & water station, and buffet cabinet located in conference room
- Use of kitchenette
- 2,000 lumens projector & screen
- Complimentary Wi-Fi
- ADA compliant rest rooms and parking
- Private courtyard entrance

Carpinteria Valley Chamber of Commerce Hours of Operation: Monday - Friday from 9AM-4PM

Special arrangements needed? Contact Joyce Donaldson, President/CEO, joyce@carpinteriachamber.org



Local Artist Stuart Carey is featured in the conference room

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Date Requested: _____ Member? Yes No

Contact Name: _____ Phone: _____

Company Name: _____ Email: _____

Hours Requested: _____ to _____ Under 3 Hours Full Day

Total Hours: _____

Payment Type: Visa MC AMEX Check Cash

Make checks payable to: Carpinteria Valley Chamber of Commerce

Credit Card Number: _____

Expires: _____ V-Code: _____ Today's Date: _____

Signature: _____ Billing Zip: _____

Your signature confirms you agree to the above conditions.

Rental Due	\$ _____
Refundable Cleaning Deposit	\$ <u>25</u>
Total Paid	\$ _____
Office Use: Date Confirmed	_____
Paid Amount	\$ _____
Paid Date	_____
Initial	_____

President/CEO Approval: _____

Date Approved: _____

General Agreement: User is responsible to replace all chairs to their original location, turn off all lights, clean counters and tables, straighten rest rooms, recycle unused printed materials and dispose of unused food or drink properly. If throwing out food, please take out the trash so as to preserve the cleanliness of the conference room.

Special needs must be addressed prior to the date of reservation. Caterers, if used, should be encouraged to tour facility in advance in order to accommodate their needs. User is responsible for being on premises early enough to greet attendees and must be sure all attendees have vacated premises before leaving.