



## CHAMBER CONFERENCE ROOM RENTALS

Are you or your company looking for a well-appointed, professional space? The Greater Reston Chamber of Commerce office 970 square feet of conference space, perfect for your next meeting, training, or workshop! Pricing is outlined below.

### SEATING OPTIONS

Classroom Style: 42  
Conference Table: 32  
Theater Style: 54

### RATES

#### Half-Room

Half Day: \$75 *members*, \$125 *non-members*  
Full Day: \$150 *members*, \$300 *non-members*

#### Full-Room

Half Day: \$150 *members*, \$300 *non-members*  
Full-Day: \$300 *members*, \$600 *non-members*

### AMENITIES

- Two 65-inch smart TVs
- Laptop and remote
- Kitchen area for catering
- Telecom for conference-calling
- Free wi-fi
- Air-wall Room Divider

### POLICIES

- Space is available Monday – Friday 9 am to 5 pm. Weekends available upon request (for members only).
- Conference room is not reserved until this agreement is signed and payment has been made.
- Payment can be made by cash, credit card, or check after invoice has been sent.
- Conference room is to be left in the condition it was found in.
- Food and beverage (including coffee pods) are the renter's responsibility. The Chamber staff can make referrals to member caterers and restaurants upon request.



## CHAMBER CONFERENCE ROOM CONTRACT

The Greater Reston Chamber of Commerce hereby agrees to rent its conference space to \_\_\_\_\_, on the date of \_\_\_\_\_  
by an authorized contact for \_\_\_\_\_.

Contact Name

Company Name

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Please Select:

#### Half-Room

Half Day: \$75 members \_\_\_\_  
              \$125 non-members \_\_\_\_  
Full Day: \$150 members \_\_\_\_  
              \$300 non-members \_\_\_\_

#### Full-Room

Half Day: \$150 members \_\_\_\_  
              \$300 non-members \_\_\_\_  
Full-Day: \$300 members \_\_\_\_  
              \$600 non-members \_\_\_\_

**Total Cost:** \_\_\_\_\_

I have read, and agreed to comply with, the Greater Reston Chamber of Commerce Conference Room rental agreement policies. I understand that the Greater Reston Chamber of Commerce shall not be responsible for injuries to persons or property that occur while the Conference Room is in use.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_