

Room Rates

The Portage County Business Council Foundation room is ideal for staff meetings/retreats, sales presentations and employee training sessions. The room has the ability to seat up to 45 individuals, depending on the layout. There are 10 eight-foot tables and 45 chairs included in the rental.

	Half-Day Rates (4 hours)			Full-Day Rates (8 hours 8:00 am – 4:00 pm)			Non-Business Hours & Weekend Rates* (up to 8 hours)	
	NON-PROFIT	MEMBERS	NON-MEMBER	NON-PROFIT	MEMBERS	NON-MEMBER	MEMBERS	NON-MEMBER
ROOM RENTAL ONLY	\$40	\$80	\$190	\$80	\$110	\$290	\$110	\$290
KEY DEPOSIT	n/a	n/a	n/a	n/a	n/a	n/a	+\$25	+\$25

KITCHEN FACILITIES ARE NOT AVAILABLE.

AGREEMENT TERMS:

1. All waste generated from the meeting needs to be separated between that which is recyclable and that which is not and placed in the recycling and trash baskets that are provided. If there is excess that does not fit in the containers, it must be bagged and placed by containers or put in dumpster outside.
2. All tables used shall be cleared. Please keep in mind that the condition in which you leave the room is the condition the next renter will receive. This is the only way the Business Council can provide discounted room rental rates.
3. The Foundation Room will be available for times specified in the contract. A signed contract and payment must be received before the date of reservation. If you wish to use the room outside of our normal working/renting hours of 8:00 am - 4:00 pm please let us know before signing the contract. There may be an additional charge.

CANCELLATION TERMS:

- ✦ 7 days or under= **100% Charge**