



Conference Room Rental Contract

Date Reserved: _____ Time Reserved: From: _____ to _____

of Attendees: _____

Business Contact: _____ email: _____

Business Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone # _____

Room Rental *only* Includes:

- Complimentary Coffee and Water
- Set up (Configuration to your specification available)
 - Please advise _____
- 76 people theater seating-capacity
- 56 people at theater tables –capacity
- 52 people at round tables-capacity
- **\$100.00** Security Deposit (*required at time of registration/refundable upon inspection*)

Room Rental Rate: \$ _____ (excluding deposit)

ADDITIONAL FEES: (*in conjunction with room rental rate*)

Technology Includes:

- Linked 7X10 foot Projector Screen with HD sound
- Two 60inch moveable flat screen TVs (*additional fee*)
- Laptop
- Podium
- Laser Pointer
- PowerPoint Remote
- Internet Access (Wi-Fi Ethernet)
- Set up and Technology Support (from VPCC Staff)
- **\$100.00** Security Deposit (*required at time of registration/refundable upon inspection*)

Technology Fees: \$ _____ (excluding deposit)

Total Fee: \$ _____ (excluding deposit)

Rental Guidelines:

- Rental is based on availability of room and use.
- Security deposits are required at *time of registration* and returned upon inspection. The amount of deposit in no way limits the monetary amount that the renter may be responsible for.
- Rental/Technology fees are to be paid in advance or at time of use.
- Rental agreement includes complimentary Coffee and Water.
 - Refreshments may be brought in by renter at your expense.

- **VPCC Catering Partners: Donatos, Papa John's, Tucanos, and Uno**
- **To avoid damage to the walls, taping of any kind is not permitted.**
- **No Smoking allowed.**
- **Room is to be restored to order, trash placed in appropriate trash cans.**
- **For additional information and to prepay deposit for the room, please contact Suzy Johnson (757)-325-8160 or sjohnson@vpcc.org**

Renters Acceptance: _____ **Date:** _____

VPCC Approval: _____ **Date:** _____



ROOM RENTAL ONLY

Hours: 8: 00 a.m. to 4:30 p.m.

Full Day (8 hours)	
Member	\$400.00
Non-Member	\$650.00
Half Day (4 hours)	
Member	\$300.00
Non-Member	\$550.00
Evening: 4: 30 p.m. to 10:00 p.m.	
<i>(Weekend rentals are currently not available)</i>	
Half Day (4 hours)	
Member	\$400.00
Non-Member	\$650.00

TECHNOLOGY FEES

(in conjunction w/room rental rates)

Hours: 8:00 a.m. to 4: 30 p.m.

Full Day (8 hours)	
Member	\$200.00
Non-Member	\$300.00
Half Day (4 hours)	
Member	\$100.00
Non-Member	\$200.00
Evening: 4: 30 p.m. to 10:00 p.m.	
<i>(Weekend rentals are currently not available)</i>	
Half Day (4 hours)	
Member	\$200.00
Non-Member	\$300.00

