

# Conference Room Rental Contract



## Contact Information

Name of Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Requested Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## Pop Up Learning Studios

### Member Pricing

(Includes North & South Rooms)

**Level 1** \$200

Includes room rental for 2 hours, event listing on Member Events Calendar, and A/V support.

**Level 2** \$500

Includes Level 1 items and mention in the Boulder Chamber e-Newsletter and in social media posts on Twitter and Facebook.

**Level 3** \$2,500

Includes Level 2 items plus an event registration page run by the Boulder Chamber, name tags, room set-up, enhanced marketing (story in Chamber e-newsletter, additional social media posts and more) and coffee/water service.

## Basic Room Rental

### Hourly Rate

	Member	Non-Member
North Conference (Includes projector)	\$100	\$200
South Conference Room	\$100	\$200
North & South Conference Rooms	\$150	\$300

## Agreement Terms

By signing this agreement, I understand that:

*I am responsible for the set up and clean up of the conference room unless a level 3 package has been purchased*

*I must return all tables and chairs to the configuration shown (next page)*

*I must vacate the space at the time specified above*

*After the 15 minute grace period, a full hour rate will be added to the room charge*

*I will be charged a \$100 fee with any cancellations with less than 24 hours notice or for failure to adhere to these terms*

## Payment Information

Visa  MasterCard  AMEX  Discover  Check Enclosed

Credit Card: \_\_\_\_\_ Expiration: \_\_\_\_\_

Name on Card: \_\_\_\_\_ CCV: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

\*\* This contract is subject to approval based on availability