

CONFERENCE ROOM RENTAL CONTRACT



CONTACT INFORMATION

Company or Organization Name: _____

Contact Name: _____

Contact Signature: _____

E-mail: _____ Phone: _____

Requested Date: _____ Start Time: _____ End Time: _____

RENTAL SPACE HOURLY RATES

	Member	Non-Member
North Conference Room (Includes projector)	\$100	\$200
South Conference Room	\$100	\$200
North & South Rooms	\$150	\$300
Executive Conference Room	\$50	\$100

AGREEMENT TERMS

By signing this agreement, I understand that:

- I am responsible for the set up and clean up of the conference room
- I must return all tables and chairs to the configuration shown to me
- I must vacate the space at the specified time above
- After the 15 minutes 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-hour's notice or for failure to adhere to these terms
- I will be charged an additional \$50 per hour for every hour outside normal business hours (8:30am to 5:00pm)

PAYMENT INFORMATION

Credit Card: _____ Expiration: _____

Name on Card: _____ CCV: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

To make your reservation, please return this completed form to office@boulderchamber.com