



**Jacksonville•Onslow Chamber of Commerce
Conference Room Rental Agreement**

The Jacksonville•Onslow Chamber of Commerce Conference Rooms are rent. To rent a conference room please contact the Commerce Center Coordinator at (910) 347-3141 or Coordinator@jacksonvilleonline.org for full details.

THE FOLLOWING GUIDELINES ARE TO BE OBSERVED:

- ◆ Rooms are available Monday through Friday between the hours of 9 AM to 5 PM.
- ◆ Rooms are available after normal business hours of 9 AM to 5 PM for the rate of \$12 an hour.
- ◆ The rooms can only be used for business meetings.
- ◆ We recommend utilizing Chamber Members for your catering needs.
- ◆ Room Rental Rates -
 - The Sports Hall of Fame Room:** Members 1-4 hrs. \$80, 5-8 hrs. \$160
Non-members 1-4 hrs. \$160, 5-8 hrs. \$320
 - The Executive Room:** Members 1-4 hrs. \$55, 5-8 hrs. \$120
Non-members 1-4 hrs. \$105, 5-8 hrs. \$230
 - The Storm Room:** Members 1-4 hrs. \$45 5-8 hrs. \$100
Non-members 1-4 hrs. \$85, 5-8 hrs. \$185
 - The Past Chairmen's Room:** Members 1-4 hrs. \$35, 5-8 hrs. \$75
Non-members 1-4 hrs. \$65, 5-8 hrs. \$140
- ◆ Payment is due upon reservation of room.
- ◆ Complimentary beverages including 2 pots of coffee, soda and water (20 of each) will be provided for only the Sports Hall of Fame and Executive Room.
- ◆ Complimentary beverages including 1 pot of coffee, soda and water (10 of each) will be provided for the Storm Room and Past Chairmen's Room. You will be charged for any additional beverages (Coffee: \$10 per pot, Soda: 50¢ per can, Water: 50¢ per bottle).
- ◆ If there are any damages or loss of equipment, you will be informed and billed for the damages.
- ◆ Room Setup:

The standard set-up is box style with tables and chairs. If you choose a different arrangement, the set-up fee will be \$50. If you prefer to do your own room set-up, the \$50 fee will be waived. You are responsible for returning the room to the box style set-up.
- ◆ Cancellation Policy:

You must contact our office via email or telephone 24 hours in advance of scheduled room rental or be charged a \$25.00 fee.

Room Rental:

Sports Hall of Fame:	Member 1-4 hours \$80.00	<input type="checkbox"/>	5-8 hours \$160.00	<input type="checkbox"/>
	Non-member 1-4 hours \$160.00	<input type="checkbox"/>	5-8 hours \$320.00	<input type="checkbox"/>
Executive Room:	Member 1-4 hours \$55.00	<input type="checkbox"/>	5-8 hours \$105.00	<input type="checkbox"/>
	Non-member 1-4 hours \$120.00	<input type="checkbox"/>	5-8 hours \$230.00	<input type="checkbox"/>
Past Chairmen’s Room:	Member 1-4 hours \$35.00	<input type="checkbox"/>	5-8 hours \$65.00	<input type="checkbox"/>
	Non- member 1-4 hours \$75.00	<input type="checkbox"/>	5-8 hours \$140.00	<input type="checkbox"/>
Storm Room:	Member 1-4 hours \$45.00	<input type="checkbox"/>	5-8 hours \$85.00	<input type="checkbox"/>
	Non-member 1-4 hours \$100.00	<input type="checkbox"/>	5-8 hours \$185.00	<input type="checkbox"/>

Room Setup: Box (standard-no charge) Classroom (\$50) Theater (\$50)
 After Business Hours (add \$12 per hour)

Number of Attendees: _____ (30 or more attendees, additional tables must be set up)

Time of Meeting: _____

Additional Time for Set-Up: Yes No

Arrival Time: _____ **Time of Departure:** _____

Available Equipment: Laptop Projector Speakers
 Podium Microphone

Using Personal Laptop: Yes No

Providing Catering: Yes No

Complimentary Beverages: (additional charges will be applied if more is needed):

(Sports Hall of Fame, Executive Room)

Coffee -2 pots (regular and/or decaf)
 Water - 20 bottles
 Soda - 20 cans

(Past Chairmen’s, Storm Room)

Coffee – 1 pot (regular and/or decaf)
 Water – 10 bottles
 Soda – 10 cans

Contact Name (Print)	Signature	Today’s Date
Name of Company	Phone Number	Invoice# Date of Rental
cash, credit, check, _____ \$ _____	\$ _____	\$ _____ \$ _____
Method of Payment	Room Rental Fee	Room Set-Up Fee After Hours Fee Total