

## CHAMBER CONFERENCE ROOM RENTALS

### Professional, Attractive, and Private Conference Room Facilities

Need a place to do business? The Dulles Regional Chamber of Commerce is now renting conference space! This 425-sq ft, glass-walled conference room provides a modern, attractive meeting space. The conference room is located in the heart of the Dulles Corridor and well-equipped with:

- 72 inch Flat-screen TV
- Laptop & remote for PowerPoint presentations
- White board for visual demonstrations
- Telephone for conference calling
- Free Internet access
- Podium
- Use of reception area

### SEATING CAPACITY

Classroom Style: 24 people  
Board Room Style: 24 people

Theatre Style: 40 people  
Social Hall: 75 people

### PRICING

#### Full Day

Members: \$300  
Non-Members: \$500

#### Half Day

Members: \$160  
Non-Members: \$275

#### Hourly Rental

Members: \$50  
Non-Members: \$80



Food and beverage needs are your organization's responsibility. The Chamber staff can make referrals to member caterers and restaurants. Contact the Chamber for more information at 571.323.5304.

Conference Room is in our Chantilly office, conveniently located at:  
**3901 Centerview Dr., Ste. S**  
**Chantilly, VA 20151**

Hours of operation: 9:00 am – 5:00 pm, Mon.-Fri.  
(Please arrive 30 minutes early for set-up)

To reserve the facility for your meeting, please contact the Chamber at least one week in advance by calling the events desk at 571.323.5304.

## CONFERENCE ROOM CONTRACT

The Dulles Regional Chamber of Commerce hereby agrees to rent its conference space to

\_\_\_\_\_, an authorized spokesman for  
[CONTACT NAME]

\_\_\_\_\_  
[COMPANY NAME]

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Please make your selections below:

#### Full Day

- \$300: Members
- \$500: Non-Members

#### Half Day

- \$160: Members
- \$275: Non-Members

#### Hourly Rental

- \$50: Members  
Number of hours: \_\_\_\_, from \_\_ to \_\_
- \$80: Non-Members  
Number of hours: \_\_\_\_, from \_\_ to \_\_



**TOTAL COST: \$** \_\_\_\_\_

- Client agrees to arrive at least 30 minutes early and to leave the conference room in condition found. Client agrees to remove all trash at function's end.
- 50% deposit is required to secure the space.
- **Payment in full** is to be made **72 hours** ahead of declared **event date**: \_\_\_\_\_  
Payment can be made by credit card, cash or check. If by credit card, please fill in below.

Name on Card: \_\_\_\_\_ Expire: \_\_\_\_\_ CSV: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_

Billing Address on Card: \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE