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

<table>
<thead>
<tr>
<th>Style</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Style</td>
<td>24 people</td>
</tr>
<tr>
<td>Board Room Style</td>
<td>24 people</td>
</tr>
<tr>
<td>Theatre Style</td>
<td>40 people</td>
</tr>
<tr>
<td>Social Hall</td>
<td>75 people</td>
</tr>
</tbody>
</table>

PRICING

<table>
<thead>
<tr>
<th></th>
<th>members</th>
<th>non-members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Day</td>
<td>$300</td>
<td>$500</td>
</tr>
<tr>
<td>Half Day</td>
<td>$160</td>
<td>$275</td>
</tr>
<tr>
<td>Hourly Rental</td>
<td>$50</td>
<td>$80</td>
</tr>
</tbody>
</table>

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