



Conference Room Rental Request Form

The Prince William Chamber offers the conference rooms in its headquarters office (9720 Capital Ct, Manassas 20110) for rent, from **8:30 am - 4:30 pm**, Monday-Friday, depending on the availability of the space and staff. Wireless Internet is available through the JTC Communications Wireless Network.

Large Board Room (25-40 Capacity): Member Price: \$50 per hour & **Non-Member Price:** \$100 per hour
Coffee, Wifi, Overhead Projector w/Screen and Call in Conference Options Available
AV Equipment (bring flash drive or email presentation. Staff will set-up PC, Projector, and TV)

Chairman's Room (8-10 Capacity): Member Price: \$25 per hour & **Non-Member Price:** \$50
Coffee, Wifi, TV with Computer Hookup and Call in Conference Options Available
Payment due AFTER date confirmation with PW Chamber.

- Users must handle special set-ups (other than traditional rectangular set up) of the room(s) and the clean-up at the conclusion of meetings. If the room was re-arranged by your group for a meeting, please return the room to its original setting when finished. Any additional janitorial care required will be billed to the business or group using the rooms at a minimum fee of \$25.
- If special equipment (overhead projector, TV/VCR, flip charts, etc.) is needed, advance arrangements should be made **when scheduling room**. *Only Chamber Staff are authorized to handle the AV equipment.*
- Turn off all lights in meeting room before leaving.
- Smoking and/or Vaping is NOT permitted in the building or conference rooms at any time.
- Please sign and date this Request Form and the following Information Form, and return to the Chamber Scan/email to **Margeaux Clark:** mclark@pwchamber.org, by fax to 703-369-4733, or mail.

Meeting Room Cancellations need to be cancelled *24 Hours prior to date requested* or a cancellation fee of \$50 may be charged. The President of the Chamber will have the final authority on the use of the meeting rooms.

We thank you for your cooperation and welcome you to use our facilities!

For office use only:

Date Received: _____

Staff Person: _____

Approved: _____ Denied: _____

Reason: _____

Contacted business date: _____

Signature of Chamber Staff: _____ Date: _____

The Prince William Chamber of Commerce Conference Room Rental Agreement

(Please Print Clearly)

Date Requested: _____

Hours Needed: _____

Type of Meeting: _____

Company: _____

Contact name: _____

Address: _____

Phone: _____

Will food be served? _____

If so who is catering? _____

Room Requested (Circle One):

Board Room: 25 – 40 person capacity

Chairman's Room: 8 – 10 person capacity

In requesting to use the Chamber of Commerce Conference Rooms, I understand that my company will only use this for direct business purposes and agree to policy and procedures stated. For Catering we will supply our own utensils, plates, etc and understand that the Chamber will provide coffee and condiments related to coffee service only. We will leave the conference room in the condition we found it. Cell phones will only be used in conference room or outside the building as to not disturb regular business of the Chamber. The Chamber will not provide use of office equipment or supplies. By signing for the listed business I understand that if we do not comply with these stipulated guidelines, it may result in termination of future use of the room as well as a cleaning fee min of \$25.

Signature of Business Representative: _____

Payment Method

Check # _____ Cash _____ Credit Card Type (all cards accepted) _____

Card # _____

Signature _____

Date _____



The Prince William Chamber – contact Margeaux Clark
9720 Capital Court, Suite 203, Manassas VA 20110
(703) 368- 6600 ~ fax (703) 368-4733 ~ scan/email mclark@pwchamber.org