

**Shawano Chamber Foundation, Inc.
Conference Room Rental Agreement**

The Shawano Chamber Foundation Inc. conference room is equipped with a countertop area and kitchen pass-through for catering set up. The room can accommodate up to 30 people. It rents with 30 conference chairs and tables for board meeting, conferencing or classroom set-up.

Group _____ RENTAL PERIOD:
Contact _____ Day(s)/Date(s) of event _____
Address _____ Number of Guests _____
_____ Time In: _____ Out: _____

Phone _____
Fax _____
Email _____

Rates: The room rental fees are required at the time of reservation.

Chamber Member Rates		Non-Chamber Member Rates	
8:30 a.m. to 4:00 p.m.	_____ \$55	8:30 a.m. to 4:00 p.m.	_____ \$110
Half-day AM or PM	_____ \$40	Half-day AM or PM	_____ \$75
Hourly	_____ \$25	Hourly	_____ \$50
Use of Projector	_____ \$30	Use of Projector	_____ \$55

I have read the information regarding use of the Chamber Foundation facilities and agree to abide by all rules and regulations.

Renter Signature _____ Date _____ Shawano Chamber Foundation _____ Date _____

For more information call 715-524-2139 or fax this form to 715-524-3127.

**Shawano Chamber Foundation Inc.
1263 S. Main St.
Shawano WI 54166**