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. (A list of Chamber member caterers is available.) The room can accommodate up to 30 people. It rents with 30 conference chairs and tables for board meeting, conferencing or classroom set-up. Standard set-up is board meeting. If another set-up is required a $35 set-up fee will be charged.

Group_____

Contact_____

Address_____

_____

_____

Phone_____

Fax_____

Email_____

RENTAL PERIOD:

Day(s)/Date(s) of event_____

Number of Guests_____

Time In:_____Out:_____

Room Layout (Circle One)

Board Meeting Theater Classroom

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

Conference Room

Chamber Member Rates		**Non-Chamber Member Rates**	
8:30 a.m. to 5:00 p.m.	____$50	8:30 a.m. to 5:00 p.m.	____$100
Half-day AM	____$35	Half-day AM	____$70
Half-day PM	____$35	Half-day PM	____$70
Saturday 10 a.m. – 3 p.m.	____$35	Saturday 10 a.m. – 3 p.m.	____$70
Change Room Set-up	____$35	Change Room Set-up	____$70
Use of Projector	____$25	Use of Projector	____$50
Easel	____$5	Easel	____$10
Coffee (per pump pot thermas includes cups, creamer, sugar)	____$15	Coffee (per pump pot thermas includes cups, creamer, sugar)	____$30

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.
PO Box 38
Shawano WI 54166