

RENT OUR BOARD ROOM



Thank you for your interest in renting the Walla Walla Valley Chamber of Commerce Board Room. Please review the following terms and conditions and complete the rental form. The Board Room is located at 29 East Sumach. If you have any questions please feel free to contact us directly at 509.525.0850 or email info@wwwchamber.com.

TERMS & CONDITIONS

- Rental agreement must be submitted at least 1 week prior to meeting or event
- Rental available between 8:30 A.M. and 5:00 P.M., Monday through Friday only (Renters must be done prior to 5:00 P.M.)
- Walla Walla Valley Chamber meetings and events have scheduling priority
- Rental fee is \$100 for the first hour and \$50 for each additional hour. \$100 deposit is due at time of rental confirmation. Remaining balance due at end of meeting. Fee is non-refundable
- Room has various connectivity options, please inform staff prior to arrival for special needs
- The table configuration may not be changed at any time
- Food and beverages are permitted, but not provided by the Walla Walla Chamber
- Users are required to clean up at the end of rental period, please allow time to do so

BY CLICKING THIS BOX, YOU AGREE TO THE TERMS & CONDITIONS ABOVE

Name _____ Phone _____ Email _____

Business/Organization _____ Title _____

Purpose of Meeting

Number of Expected Attendees

Meeting Date: (Monday -Friday Only, Subject to Availability) _____

Meeting Start Time _____ Meeting End Time _____

Will you need a Projector, Screen, or Conference Phone? (Please specify) _____

Additional Comments:

*The Chamber will be in contact with you to confirm your reservation and secure payment.



509.525.0850



wwwchamber.com



29 E. Sumach