

VPC Regional Conference Center Rental Contract

Date Reserved: _____ Time Reserved: From: _____ To: _____

of Attendees: _____

Business Name: _____

Business Contact: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Rental Guidelines:

- Rental is based on availability of room and use.
- To avoid damage to the walls, taping of any kind is NOT permitted.
- No smoking allowed.
- Room is to be restored in order, trash placed in appropriate trash cans.
- No flames allowed when serving warm or hot food

Conference Center Rental Rates:

- For members:
 - \$300 for 1-4 hours
 - \$600 for all day
- For non-members:
 - \$400 for 1-4 hours
 - \$800 for all day

Technology Includes:

- Internet access
- Whiteboard
- Microphone
- Laptop and podium
- Projector
 - Presentations must be emailed to staff prior to room rental

Please check if you need AV:

Room Rental includes:

- Complimentary Coffee and Water
 - Refreshments may be brought in by renters at their expense.
- 64 seating capacity

Set up Preference (check one):

- Board
- Classroom

Total Fee: \$ _____

*Payment is due **IN ADVANCE** of the reservation date.*

Renters Acceptance: _____ Date: _____

VPCC Approval: _____ Date: _____

NOT A MEMBER? Interested in learning more about membership? Contact Becki Whitehurst at becki@vpcc.org or (757) 325-8156.

For more information, please contact Caroline Branch at caroline@vpcc.org or (757) 325-8158.



VIRGINIA
PENINSULA
CHAMBER