

# 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

## 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:

## 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

## 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](mailto:becki@vpcc.org) or (757) 325-8156.

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

