

Muskogee Chamber Georgia Pacific Boardroom Rental Information

Conveniently located downtown at 310 West Broadway, our boardroom is a private, bright and open space with street level access. It is the perfect spot for a community meeting, a small conference, or business meeting. Impress your clients and show your professionalism by meeting at your Chamber.

Seats:

- 36 people classroom style (front facing)
- 24 people classroom style (side facing)
- 14 people meeting style (U shape)
- 42 people theater style

Boardroom Photos & Layouts attached.

Rental Includes:

- Two 52" & One 40" flat screen plasma TVs
- Wi-Fi
- Laptop Connection
- Phone Line
- Handicap Accessible
- Sign In Table
- Coffee and Water
- Podium
- Independent Room Climate Control
- Onsite parking on Broadway (2 hour parking)
- Easels
- Small Refrigerator

Rates:

- 8 hours or less: \$100 (Members – Once a year FREE, after that \$75)
- 4 hours or less: \$50 (Members – Once a year FREE, after that \$25)
- Add \$100 to each rate level for evening or weekend events (subject to staff availability)
- Muskogee Chamber of Commerce members renting the boardroom have the option to be invoiced for their booking. Non-members must pay for their rental prior to, or 24 hours prior to day of their booking.

Availability:

- Monday – Friday 8:30am to 5:00pm, year round, except for major holidays. Boardroom bookings are available on a first-come, first-served basis. All guests must depart the room at or before the indicated end time stated in the contract.

Technical Assistance:

- Staff will be onsite to assist you and technical guidance can be offered prior to your event time.

Catering:

- If catering is required, the company must make the arrangements with a current Chamber member. We will be happy to provide you with a current list of caterers. Unless approved in advance, please DO NOT bring alcoholic beverages onsite.

Set-up/Tear-down and Cleaning:

- It is the renter's responsibility to set up the room and bring any required supplies. The room must be left as found, or a \$25 cleaning fee will be charged. No tape, pins or nails may be used on the Boardroom walls. No open flame, confetti or rice may be used in the boardroom.

Reservations:

- Reservation will not be held until the signed Boardroom Reservation & Rental Agreement is received and approved. Checks should be made to the Muskogee Chamber of Commerce. Visa, MasterCard, American Express, and Discover are accepted. The Muskogee Chamber of Commerce reserves the right to refuse rental of the boardroom at their discretion. Please note the Muskogee Chamber of Commerce cannot book any outside groups hosting events of a political nature.

Cancellation Policy:

- For all rentals, cancellation is required at least one week prior to the date of the event. Cancellations will be subject to 50% of the rental cost if less than one week's notice is given.
- The Chamber reserves the right to cancel any room rental for Chamber events and will notify the renter within a reasonable amount of time.

Responsibility:

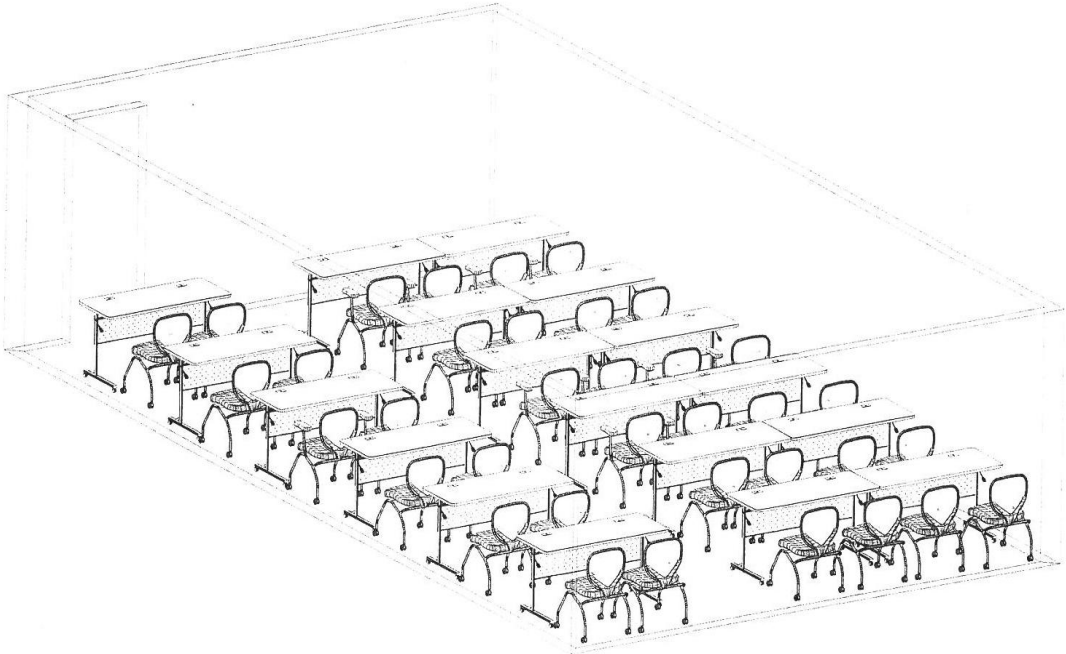
- The Muskogee Chamber of Commerce is not responsible for any lost, stolen or damaged items that are left unattended before, during or after event. The Renter shall indemnify, defend and hold harmless the Muskogee Chamber from and against all the Renter's use of facilities, provided that such claim, actions, damages, and liability and expenses arise out of or resulting from the actions, inactions, omissions or negligence of the Renter or its agents or guests. The Renter will be held responsible for any damages to the building, equipment, decorations, or fixtures belonging to the Muskogee Chamber lost or damaged during the Renter's activities. Any damaged property will be billed to the Renter at replacement cost.

Reserve the Boardroom by contacting:

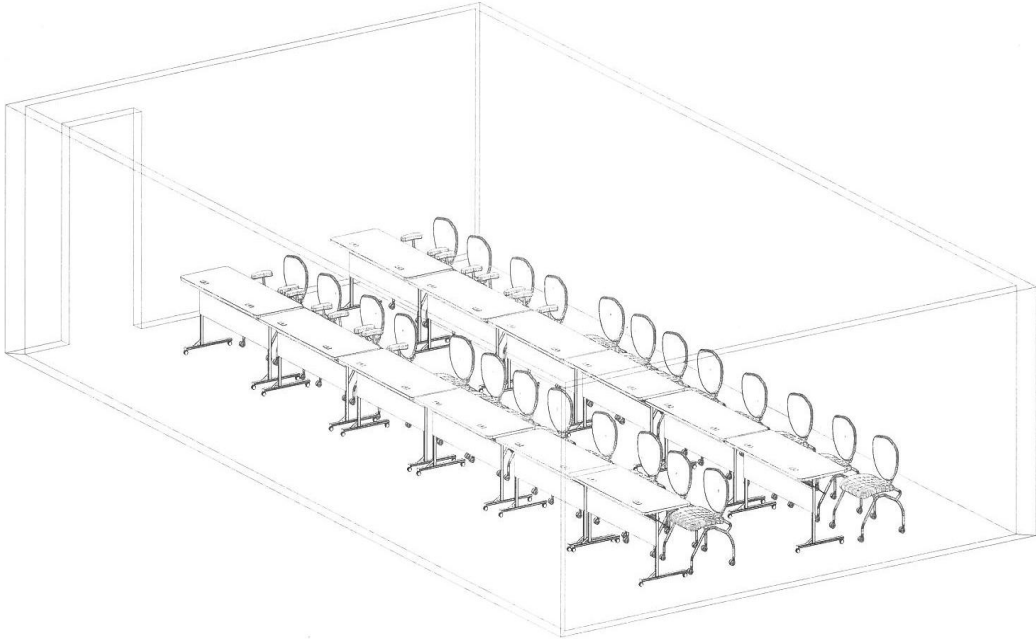
- Amy Garner at 918-682-2401 or amy@muskogeechamber.org



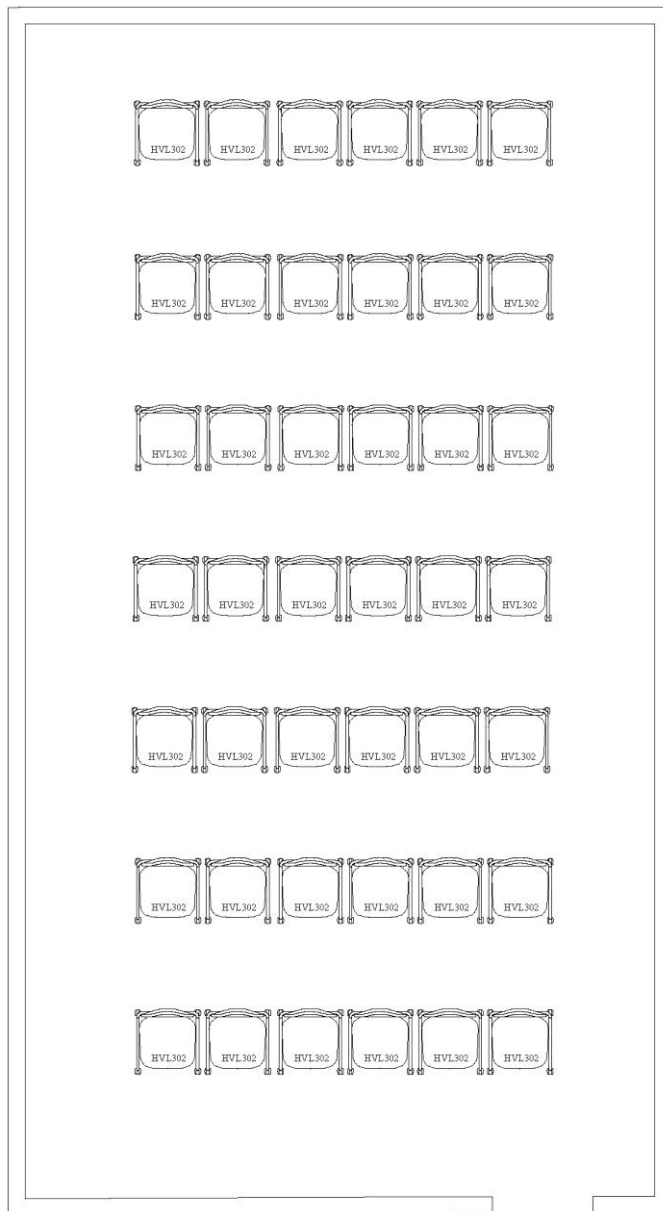
Classroom Style
Front Facing
Seats 36



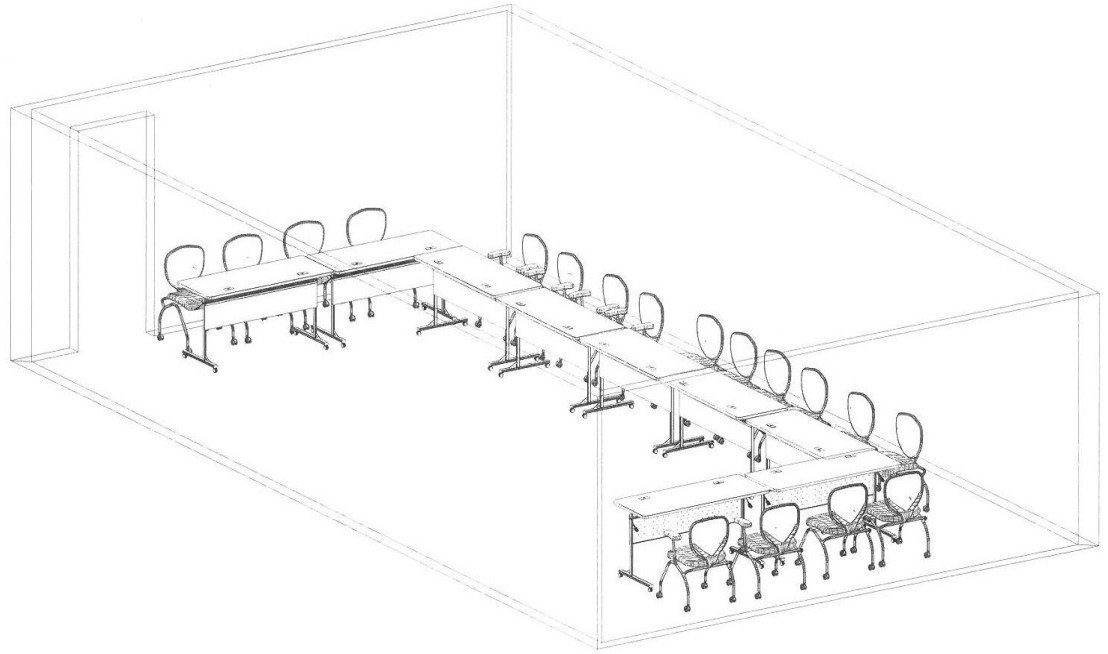
Classroom Style
Side Facing
Seats 24



Theater Style
Seats 42



Meeting Style
U Shape
Seats 14



REGISTRATION

Payment must be received to confirm registration

Company: _____ Contact Person: _____
 Address: _____ Email: _____
 _____ Cell: _____ Fax: _____

SCHEDULING

Name of the Event: _____ Number of Attendees: _____

Date: _____ Time: From _____ to _____ (CST)

Room Set-Up Style: Classroom Style (front) Classroom Style (side)
 Theater Style (front) Meeting Style (U shape)

Use of A/V Equipment: _____

PAYMENT

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>	PAYMENT: _____
Half Day (4 hours)	\$25.00	\$50.00	TAX: _____
Full Day (8 hours)	\$75.00	\$100.00	TOTAL: _____

Name authorizing payment: _____
 Card Number: _____
 Name of Cardholder: _____
 Expiration Date: _____
 Signature: _____

TYPE OF PAYMENT:
 Check
 Credit Card
 Cash
 Member (Free Annual Rental)

Staff Signature: _____ Date: _____

