



We're taking care of business.SM

Need a Spacious Off-Site Meeting or Training Location?

The Ventura Chamber of Commerce's affordable and convenient boardroom is available for rent!

.....For more information or reservations call: 805.676.7500

RENTAL FEES:

	CHAMBER MEMBERS	NON MEMBERS
Hourly Rate (per hour)	\$45	\$60
1/2 Day Rental 8AM to Noon or 1PM to 5PM	\$135	\$185
All Day Rental 8AM - 5PM	\$260	\$360
Evening Rental Monday - Friday: 5PM - 9PM	\$85	\$110
Saturday Rental - Same Rates Apply 1/2 Day or All Day Only		

RESERVATIONS REQUIRED

Reservations on first come, first served basis
 Full payment required to secure reservation
 48 hour notice of cancellation required
Cancellation fee charged when less than 24 hour notice given*
 *\$35 Members, \$50 Non-Members

AMENITIES INCLUDE:

- Private entrance
- 30 executive and 20 metal folding chairs
- 12 large 6' x 18' conference tables
- Large dry erase boards
- Screen available
- Wireless internet access / electrical floor outlets
- Adjacent handicap accessible restroom
- Access to sink, detergent, towels and sponges



Complete form and return by mail or fax to: **Ventura Chamber of Commerce**
 801 S. Victoria Ave., Suite 200, Ventura, CA 93003 - 805.676.7500 Fax 805.650.1414

Contact Name: _____ Company or Group Name: _____
 Address: _____ City/State/ZIP: _____
 Phone: _____ e-mail: _____
 Today's Date: _____ Date Requested: _____ Hours Requested: _____
 Renter Signature: _____ Chamber Signature: _____

METHOD OF PAYMENT

Cash Check# _____ Credit Card (complete below)

Name on Card _____ Expiration Date _____
 Card Number _____ Security Code (back) _____
 Signature _____ Amount: \$ _____

Room Usage General Information: Room Keys must be picked up during regular Chamber business hours: 8:30 AM - 4 PM. Tables may be reconfigured to suit meeting needs but must be returned to original configuration upon departure. Boardroom rental does not include access to food, coffee, creamer, sugar or soft drinks. Please clear tables and countertops of food or printed materials upon departure. Turn off all lights in the boardroom and leave key on top of the microwave before closing back door. The building is locked after 9:15 PM, Monday - Friday, and after 5:45 PM on Saturday. During these hours, the stairs and elevator are not accessible. Please be sure that all meeting attendees have vacated the building prior to these times. In case of an after hours emergency, please contact Tim Wolfe with M.F. Daily Corp at (805) 482-2761 or Zoe Taylor at (805) 659-1941. *Update 03/05/2009*