

CATAWBA COUNTY CHAMBER OF COMMERCE
Guidelines for Room Rentals

1. The meeting rooms at the Catawba County Chamber of Commerce are available for rent to **Chamber members only**.
2. Reservations and guarantees cannot be made more than 30 days in advance. If an exception is made, then payment for the room must be received two weeks prior to booking the room in order to guarantee the reservation.
3. If the event must be canceled, **cancellation must occur at least 24 hours prior to the event or you will be invoiced for the rental of the room.**
4. **The member renting the room is responsible for setting up their own meeting room and putting it back the way they found it after their event concludes.** The individual renting the room is requested to come to the Chamber for a brief orientation of the facility at least 24 hours prior to the meeting. At that time they will be shown the tables and chairs available for their use. **The chamber will not be available to set up or tear down the rooms.** The room being used must be left the way it was found (trash disposed of & tables wiped down). A flat fee of \$50.00 will be charged, in addition to the cost of the room, if it is not returned to its prior set-up order. **Groups or individuals holding meetings are also responsible for any damage to Chamber equipment and facilities during their meetings and will be charged for such.**
5. The member is responsible for hiring their own caterer. A list of caterers can be provided if requested. A small kitchenette is available and is connected to the BB&T Board Room. An icemaker, coffee maker and a refrigerator are all available for your use.
6. Security must be arranged for meetings not held during the Catawba County Chamber of Commerce business hours. **Chamber hours are Monday – Friday 8:30 am – 5:00 pm.** An additional \$75.00 per three hours will be charged for security (which includes any time after 5:00 pm). The Chamber will arrange security for the renter in advance. The earliest access to the building before Chamber hours is 7:30 am.
7. When reserving a room you must provide your company name, contact person, telephone number, fax number, date of rental, time of rental and **intended use of the room or type of event to be held.**
8. **The Chamber reserves the right to judge the appropriateness of the intended use of our facility. Functions or programs that fall outside of our mission or by-laws will be prohibited.** Permission to use a Chamber meeting room is not an endorsement by the Chamber staff or Board of the user or user's beliefs or is not an endorsement of any program that may be presented.
9. We have additional audio/video equipment available for rent. Please let us know what your function will need.
10. Smoking is not allowed in the Chamber of Commerce facility
11. Signs, banners or flyers may not be attached to any wall, ceiling or piece of Chamber property without permission of the Chamber staff. Equipment or materials to be used that may be disruptive to normal business activity must also be approved.
12. The Chamber Director may deny further use of the Chamber meeting rooms to individuals or groups that violate the Chamber's policies and procedures. Individuals or groups whose activities incite or produce imminent lawless action, or are obscene, or are obviously promoting false and misleading information, or are defamatory are prohibited from the Chamber meeting rooms.

If you have any questions or would like to reserve a room, please call Pamela Manfredi at (828) 328-6000 Ext 228.

CATAWBA COUNTY CHAMBER OF COMMERCE
Meeting Room Reservation Request Form

An individual, designated group or organization member, age 18 or over, must complete a reservation request form each time he/she wishes to reserve a meeting room. Reservations are confirmed when this form is filled out, signed, and returned to the Chamber of Commerce.

I have read the attached policy and rules concerning the use of the Chamber meeting rooms. I agree to abide by these rules. Applicant's signature: _____

Today's date: _____

Your name: _____

Group name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Telephone number: _____ Fax : _____

E-mail address: _____

Date you wish to reserve meeting room: _____

Time you wish to reserve meeting room: _____

Explanation of activity: _____

Expected number of attendees: _____

Estimate number of chairs needed: _____ Tables: _____

Presentation equipment needed: TV/VCR___ DOCUMENT CAMERA___ SCREEN___

LCD PROJECTOR___ MICROPHONE___ EASEL___ FLIPCHART___ WHITEBOARD___

LAPTOP___ SATELLITE___ INTERNET ACCESS___ TELEPHONE___ (Additional charges may apply)

Special requirements (use of other equipment, refrigerator, etc.) _____

If you have any questions about meeting rooms or about this form, please call:
Pamela Manfredi @ 328-6000 ext. 228

Meeting Room Reservation requests may be faxed to: (828) 328-1175
or mailed to: Catawba County Chamber of Commerce, PO Box 1828, Hickory NC 28603

**CATAWBA COUNTY CHAMBER OF COMMERCE
ROOM & TECHNOLOGY RENTAL RATES**

BB&T BOARD ROOM

\$300/day

\$150/half day

- 1200 square feet of instructional space
- 70 seat capacity
- (Executive style seating for 30; classroom-50; theater-70)
- Built in audio/video equipment (slide projector, VCR, overhead projector, etc.)
- Additional state of the art technology services (96" rear screen projection system, video-conferencing capability, satellite downlinks for educational training and laptop computer presentation options)
- Kitchen adjacent for catering meetings and functions
- Outstanding setting for large group presentations, board meetings and receptions

GDS CONFERENCE ROOM

\$100/day

- 10 seat capacity
- Full conference center
- Video-conferencing capability

PEOPLES' BANK CONFERENCE ROOM

\$50/day

- 8 seat capacity
- Full conference center
- Video-conferencing capability

SPRINT TRAINING CENTER

\$300/day

\$150/half day

- Six personal computers
- Laser printer
- Flat bed scanner
- Internet access
- Ideal for computer training classes
- Stand alone component within the overall facility

ADDITIONAL TECHNOLOGY (fee per session):

Satellite	\$35	Slide projector	\$15
Document camera/overhead	\$15	VCR	\$15
Laptop rental	\$75	Renter's laptop hook-up	No charge

(With the exception of laptop computers, equipment cannot be brought in to be connected to the video system in the BB&T Board room)

Catawba County Chamber of Commerce – (DIRECTIONS)

Address – 1055 Southgate Corporate Park SW, Hickory

Phone (828) 328-6111

FROM INTERSTATE 40 (traveling east or west)

Take Exit 123 and follow Highway 70 & 321 Business exit # 44 to the right. Turn right at the traffic light staying in the far right lane. Follow the blue and white "Visitor Information" signs to the bottom of the hill, then turn right just past the Best Hotel on the street named Southgate Corporate Park. The Chamber of Commerce & Visitor Information Center is up on the hill on the left.

FROM HIGHWAY 321 (north of Hickory)

Take Highway 70 & 321 Business exit # 44 (to the right). Turn left at the traffic light staying in the far right lane. Turn right at the bottom of the hill just past the Best Hotel on the street named Southgate Corporate Park. The Chamber of Commerce & Visitor Information Center is at the top of the hill on the left.

FROM HIGHWAY 321 (south of Hickory)

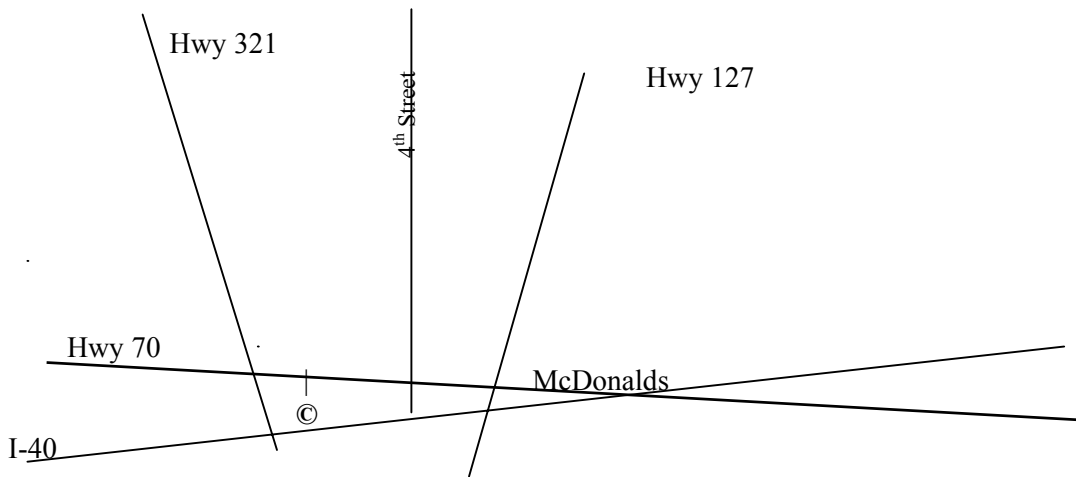
Take Highway 70 & 321 Business exit # 44 to the right. Turn right at the traffic light staying in the far right lane. Follow the blue and white "Visitor Information" signs to the bottom of the hill, then turn right just past the Best Hotel on the street named Southgate Corporate Park. The Chamber of Commerce & Visitor Information Center is up on the hill on the left.

FROM HIGHWAY 70 (west of Hickory)

After you pass Burger King & Wendy's, turn right at the bottom of the hill just past the Best Hotel on the street named Southgate Corporate Park. The Chamber of Commerce & Visitor Information Center is at the top of the hill on the left.

FROM HIGHWAY 70 (east of Hickory)

After you pass Howard Johnson's (on left), turn left at the bottom of the hill (across from Max' Mexican Eatery) on the street named Southgate Corporate Park. The Chamber of Commerce & Visitor Information Center is at the top of the hill on the left.



© = (CHAMBER OF COMMERCE & VISITOR INFORMATION CENTER)

*Map courtesy of Visitor Information Center,
Catawba County Chamber of Commerce, Hickory, NC*