

BOARD ROOM RENTAL



Our Board Rooms are Perfect for:

- Training Sessions
- Meetings
- Interviews
- Depositions
- Seminars
- Luncheons

GOTTSCHALKS BOARD ROOM



MEMBERS: \$250 = 1 - 4 hours / \$400 for 4+ hours

NON-MEMBERS:

\$400 = 1 - 4 hours / \$600 for 4+ hours

ROOM AMENITIES

Seats: 50 seats included in Boardroom setup; up to 80 seats included in Classroom setup

HDMI hook up or Apple TV Casting to the Flat Screen TV

WiFi Access

Full Kitchen

Conference call capabilities

CAGLIA BOARD ROOM



MEMBERS: \$150 = 1 - 4 hours / \$250 for 4+ hours

NON-MEMBERS:

\$250 = 1 - 4 hours / \$350 for 4+ hours

ROOM AMENITIES

SEATS 8

WiFi Access

Conference call capabilities

Dry erase board

Please call (559) 495-4800 for available dates prior to submitting rental agreement.

Parking is available in the back of the building, also additional metered parking on Fresno, Merced & 'N' streets.

Rental agreement must be completed and returned in order to reserve the board room. See back page.

All promotional materials that use the Fresno Chamber of Commerce name must include the following:

“THIS IS A PRIVATE EVENT AND NOT AFFILIATED WITH THE FRESNO CHAMBER OF COMMERCE”

Board Room Rental Agreement



Please Print

Company Name: _____ Please circle: Caglia / Gottschalks

Subject or Title of Event: _____ Date of the Event: _____

Time of Event: (from start to finish) _____

Primary Contact: _____ Today's Date: _____

Phone Number: _____ Email: _____

**Form must be completed and returned to hold your reservation.
Call (559) 495-4800 for available dates prior to submitting rental agreement.**

Payment must be received PRIOR to the date of the event. We accept checks and all major credit cards. Please make checks payable to Fresno Chamber of Commerce.

Please Read:

We rent our facilities for meetings, seminars, classes, etc. We DO NOT rent for baby showers, bridal showers, birthday parties, or similar festivities.

The room must be left clean and arranged the way it was when you arrived. There will be a \$50 charge if the room is not cleaned up and arranged as when you arrived. Please remove your trash from the room. Trash and recycle bins are located in the main kitchen.

It will be your responsibility to make arrangements to pick up and return the keys, if the rooms are used on the weekend or after hours.

It is your responsibility to provide your office materials. It is your responsibility to bring your own coffee, condiments, plates, napkins and utensils if you are not using our additional services.

Failure to secure the building if the security system is not properly activated after use will result in a fee of \$100, plus any additional losses, damage to the building and or equipment. Detailed instructions on proper use of the security system are available during business hours at the front desk by appointment only.

Please notify your guests not to park in the staff parking spaces closest to our building during business hours (they will be asked to move during your event). Parking is available in the back of the Chamber building on the north side of our parking lot only. Additional parking will be on Fresno, Merced and 'N' Streets. We do not provide quarters or change for the parking meters.

**All promotional material that use the Fresno Chamber of Commerce name must include the following:
"This is a private event and not affiliated with the Fresno Chamber of Commerce."**

Cancellation:

You must notify the Fresno Chamber of cancellation at least 48 hours prior to the event by phone at (559) 495-4800 or email at info@fresnochamber.com to receive a full refund. Notifying the Chamber less than 48 hours before prior to event will result in a 50% refund. No shows will not be refunded.

Disclaimer:

The Fresno Chamber is not liable for personal injury or for damage to or loss of personal property in or about the premises, regardless of the cause of such injury, loss, or damage, including but not limited to interruption of utilities or other casualty or failure of appliances.

Gottschalks

Boardroom: 50 seats

Classroom: 80 seats

Members

\$250 = 1 - 4 hours

\$400 = Any additional time
beyond 4 hours up to 8 hours

Non Members

\$400 = 1 - 4 hours

\$600 = Any additional time
beyond 4 hours up to 8 hours

Caglia

8 seats

Members

\$150 = 1 - 4 hours

\$250 = Any additional time
beyond 4 hours up to 8 hours

Non Members

\$250 = 1 - 4 hours

\$350 = Any additional time
beyond 4 hours up to 8 hours

By signing below I agree to all the aforementioned rental terms and conditions

Signature: _____