



CONFERENCE ROOM RENTAL AGREEMENT

IDAHO'S LARGEST BUSINESS-FIRST ORGANIZATION, ADVOCATING FOR THE ADVANCEMENT OF BUSINESS AND COMMUNITY

Company: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Member Nonprofit Non-Member Expected Attendance: _____

Nature of Meeting: _____

Date(s) Required: _____ Start Time: _____ End Time: _____

Please note: Meeting space is available during business hours (M-Th, 8:00 am - 4:30 pm; F, 8:00 am - 3:00 pm). Please allow 30 minutes for prep and clean up time when scheduling.

<input type="checkbox"/> Idaho Central Credit Union Conference Room (ICCU)			
	Nonprofit*	Member	Non-Member
Up to 2 Hours	\$125	\$200	\$350
2-4 Hours	\$150	\$250	\$550
Up to 8 Hours	\$200	\$350	\$950

<input type="checkbox"/> Blue Cross of Idaho Conference Room (BCC)			
	Nonprofit*	Member	Non-Member
Up to 2 Hours	\$175	\$300	\$550
2-4 Hours	\$225	\$400	\$950
Up to 8 Hours	\$325	\$600	\$1,750

*Must be a member to qualify for Nonprofit rate. Nonprofits that are not members can reserve at the member rate.
*6% sales tax will be added to final cost of room rental

Special Requests: _____

TERMS OF AGREEMENT

- Cancellations must be made at least five (5) business days in advance of the reserved time and date to receive full refund (if received less than five (5) business days, you will receive a 50% refund)
- Certificate of Insurance (copy) and payment are required to reserve the room.

RETURN COMPLETED FORM, ALONG WITH PROOF OF INSURANCE TO:
Teresa Kirkmire tkirkmire@boisechamber.org or Debbie Jones djones@boisechamber.org
ONCE RECEIVED, AN INVOICE WILL BE EMAILED TO SECURE YOUR RESERVATION