

# CONFERENCE ROOM RENTAL AGREEMENT

Please submit your payment in full along with the completed rental agreement form to tkirkmire@boisechamber.org or djones@boisechamber.org.

Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Member  Nonprofit  Non-Member

Date(s) Required: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Idaho Central Credit Union Conference Room  Blue Cross of Idaho Conference Room

Expected Attendance: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

### Idaho Central Credit Union Conference Room

### Blue Cross of Idaho Conference Room

	Nonprofit*	Member	Non-Member	Nonprofit*	Member	Non-Member
Up to 2 hours	\$50	\$100	\$200	\$100	\$200	\$400
2-4 hours	\$75	\$150	\$400	\$150	\$300	\$800
Up to 8 hours (all day)	\$125	\$250	\$800	\$250	\$500	\$1,600

\*Must be a member to qualify for Nonprofit rate (nonmember Nonprofits can reserve at member rate), meeting space is available during business hours (M-F, 8:00 am - 4:30 pm), please allow for prep/clean up time when scheduling

Special Requests: \_\_\_\_\_ Total Due: \_\_\_\_\_

**ANY CANCELLATION LESS THAN A WEEK FROM RESERVATION WILL RESULT IN A 50% REFUND, FULL REFUND OTHERWISE.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date