



# CONFERENCE ROOM RENTAL AGREEMENT

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

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Member  Nonprofit  Non-Member Expected Attendance: \_\_\_\_\_

Nature of Meeting: \_\_\_\_\_

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

*Please note: Meeting spaces are 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  | \$100      | \$150  | \$250      |
| 2-4 Hours  | \$125      | \$200  | \$450      |
| Up to 8 Hours  | \$175      | \$300  | \$850      |

| <input type="checkbox"/> Blue Cross of Idaho Conference Room (BCC) |            |        |            |
|--|------------|--------|------------|
|  | Nonprofit* | Member | Non-Member |
| Up to 2 Hours  | \$150      | \$250  | \$450      |
| 2-4 Hours  | \$200      | \$350  | \$850      |
| Up to 8 Hours  | \$300      | \$550  | \$1,650    |

\*Must be a member to qualify for Nonprofit rate. Nonprofits that are not members can reserve at the member rate.

Special Requests:

Total Due: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### TERMS OF AGREEMENT

- Cancellations must be made five business days in advance of the reserved time and date.
- Cancellations within less than five business days, will receive a 50% refund.
- An invoice will be sent to secure your reservation, once this form is received.
- Payment is due in full to reserve the room.

**RETURN COMPLETED FORM TO: Teresa Kirkmire [tkirkmire@boisechamber.org](mailto:tkirkmire@boisechamber.org) or Debbie Jones [djones@boisechamber.org](mailto:djones@boisechamber.org)**

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