



KC Chamber Boardroom Rental Policy & Procedures

FOR INFORMATION PLEASE CONTACT MARCO DRUMMOND
drummond@kcchamber.com (816)-374-5448



The Greater Kansas City Chamber of Commerce Boardroom is available, by reservation, for KC Chamber members' meetings or events which support the overall mission of the Chamber.

For a member to use the Boardroom, they must be in good standing with their membership dues, as of the date they are requesting and the date of their usage. This shall be confirmed by a membership department team member.

The fees outline here shall be confirmed with KC Chamber of Commerce when the date of usage is requested. The fees are in addition to the rental fee and shall be outlined in the invoice. Invoice(s) will be sent when the date of usage is confirmed.

Any organization/client/member reserves the Boardroom a hold will be placed for a max of 30 days. The organization/client/member shall confirm with the Facilities Coordinator the date of usage by sending payment for the rental, including any supplemental fees within the **30-day hold period**. Once payment has been confirmed with accounts receivable the hold will be removed and a calendar confirmation will be sent.

If a payment has not been received within the 30-day hold period, the date will be released.

< **AVAILABILITY**

Monday through Friday only, **8:30 am – 4:30 pm**

< **MEMBER RENTAL FEE**

Rental fee for KC Chamber members: **\$1100.00** per day- single rate fee regardless of the number of hours required (maximum 10 hours).

Early entrance and late exit past 30 minutes will be billed at **\$100.00** per hour.

< **SETUP**

The following room configurations are available:

Reception	No chairs/no tables	Max 300 people
Classroom style	Tables + chairs facing podium	Seats 100
Theatre style	Chairs facing stage	Seats 200
U shape + additional rows	Original layout	Seats 40
Conference	Rectangle	Seats 35-60
Pods	3 tables + chairs	Max 14 pods seats 84
Other**	High-tops w. Linens	Max 15
	Rounds w. Linens	Max 20

KC Chamber set-ups include 50 5' by 2' rectangle tables and 200 chairs. Round tables, seating 8-10 people, are available to rent for **\$25.00 each; 20 tables available. High-top tables are available for **\$15.00** each, with 15 tables available. The cost includes set up and linens.

You must use our rounds and high-tops if you want to rent the space.

< **FOOD & BEVERAGE**

The KC Chamber does offer water, tea, and coffee with an associated fee of **\$70.00**. This includes sugars, sweeteners, coffee stirrers, creamer, coffee cups, plastic cups, filters, fresh Parisi coffee beans,

Food and beverages are allowed in the KC Chamber's Boardroom.

Approved caterers:

Pierpont's at Union Station
Brancato's Catering Services
Kansas City Marriott downtown
Lon Lane's Inspired Occasions
Westin/Sheraton Crown Center

< **CLEANING FEE**

If an organization/client/member request to use the KC Chamber Boardroom shall incur a fee of **\$100.00** to cover the cost of cleaning.

< **AUDIO VISUAL FEE**

If an organization/client/member request to us the AV which shall include the usage of 2 projectors, 2 screens, 2 Clickshare, 1 tv, 1 podium, 1 podium microphone, 5 handheld microphones, 6 lapel microphones, 1 slide clicker. The organization/client/member will incur a fee of **\$135.00**/per usage.

< **PARKING**

Guest may park in front of Union Station for free until 9:00 am. After that time there is an honor system set up with amounts varying with time.

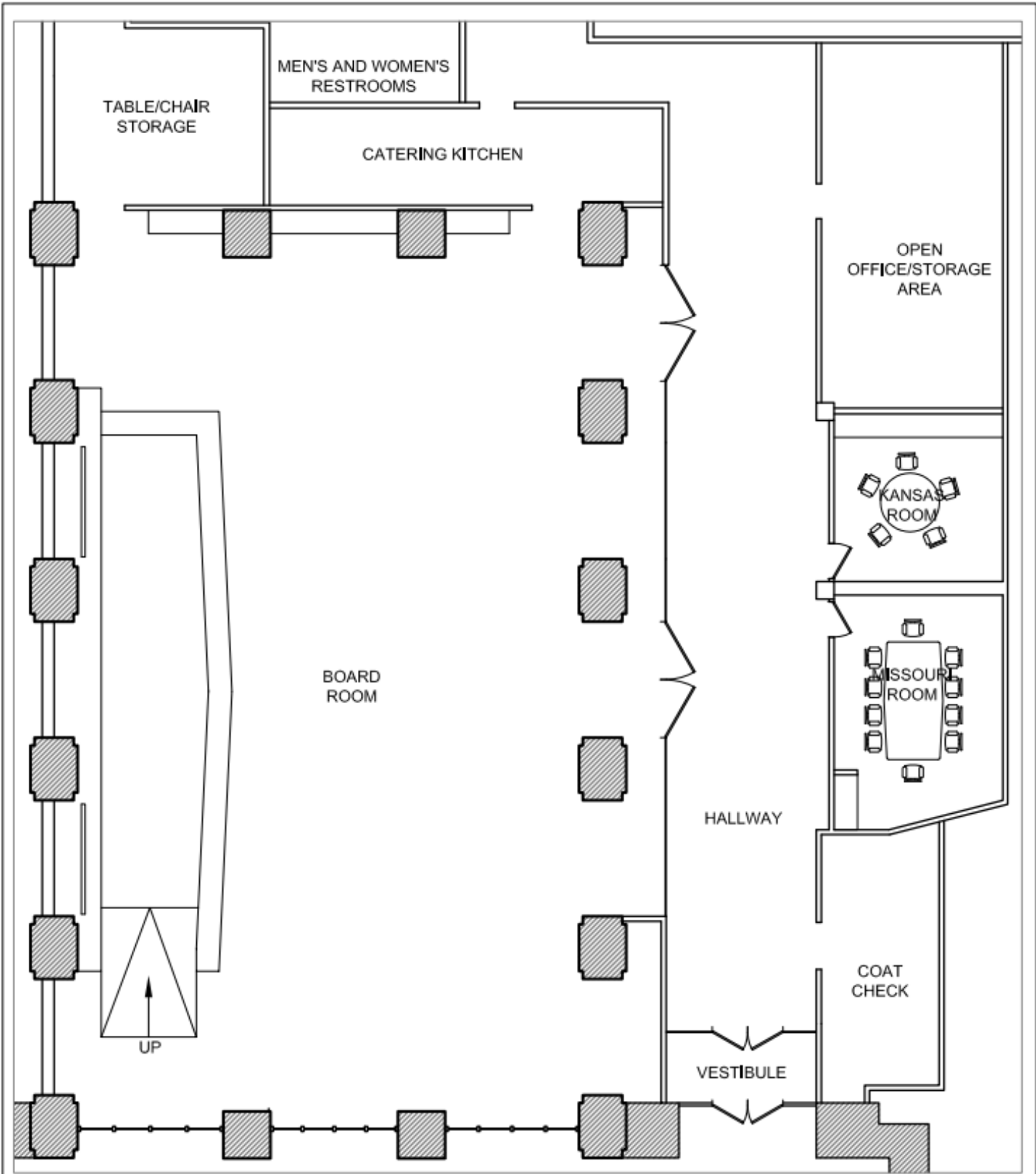
To arrange **pre-paid parking** for an event in the Boardroom, please contact:

Mid-Con Management
(816) 460-2008 Union Station Office


You can arrange parking vouchers with the KC Chamber of Commerce at a rate of **\$5.00** per voucher.

< **RESERVATIONS**

1. Contact Marco Drummond at (816) 374-5448 or drummond@kcchamber.com to check availability and reserve date.
2. Complete rental agreement form and sign contact.
3. The KC Chamber will confirm the date after the application is approved and the rental fee(s) is received. Please do not advertise the event until the room reservation is approved, and rental fee is paid. Reservations by phone are valid if the rental agreement form/contract is completed and payment received within 30 days of reservation.



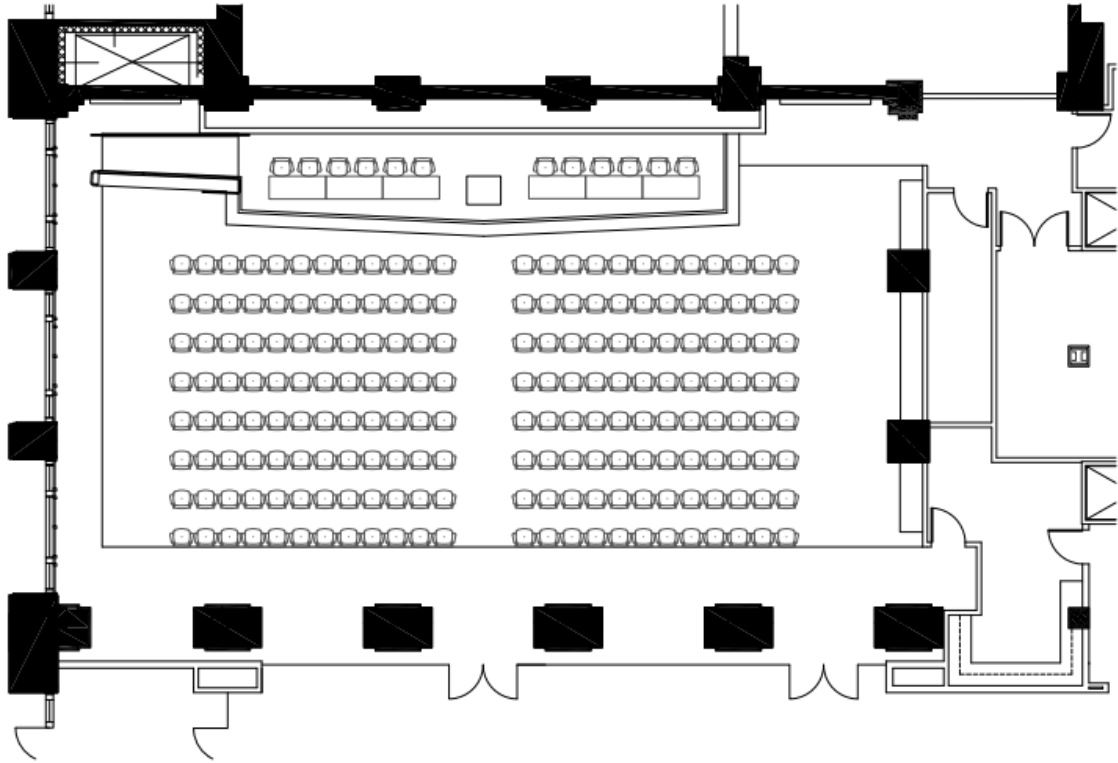
1 KC CHAMBER FLOOR PLAN

Scale: 3/32" = 1'-0" 

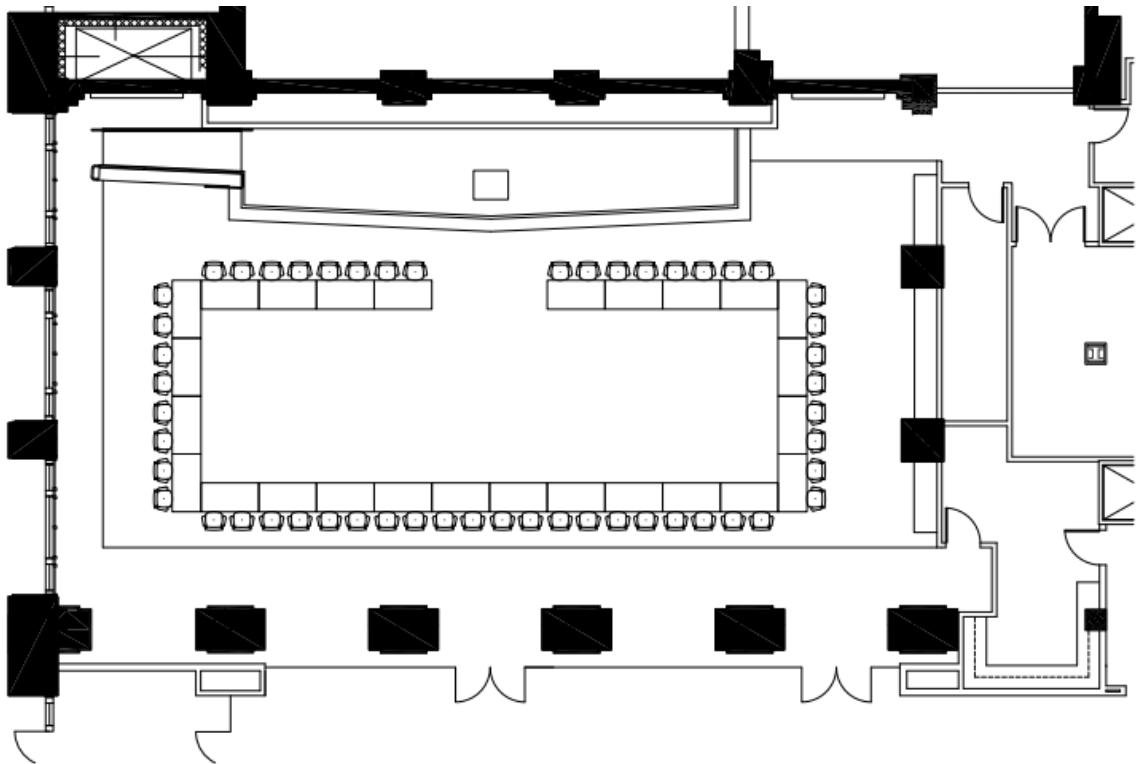
KC CHAMBER BOARD ROOM
 UNION STATION, KANSAS CITY, MISSOURI

DATE: 9.30.2014

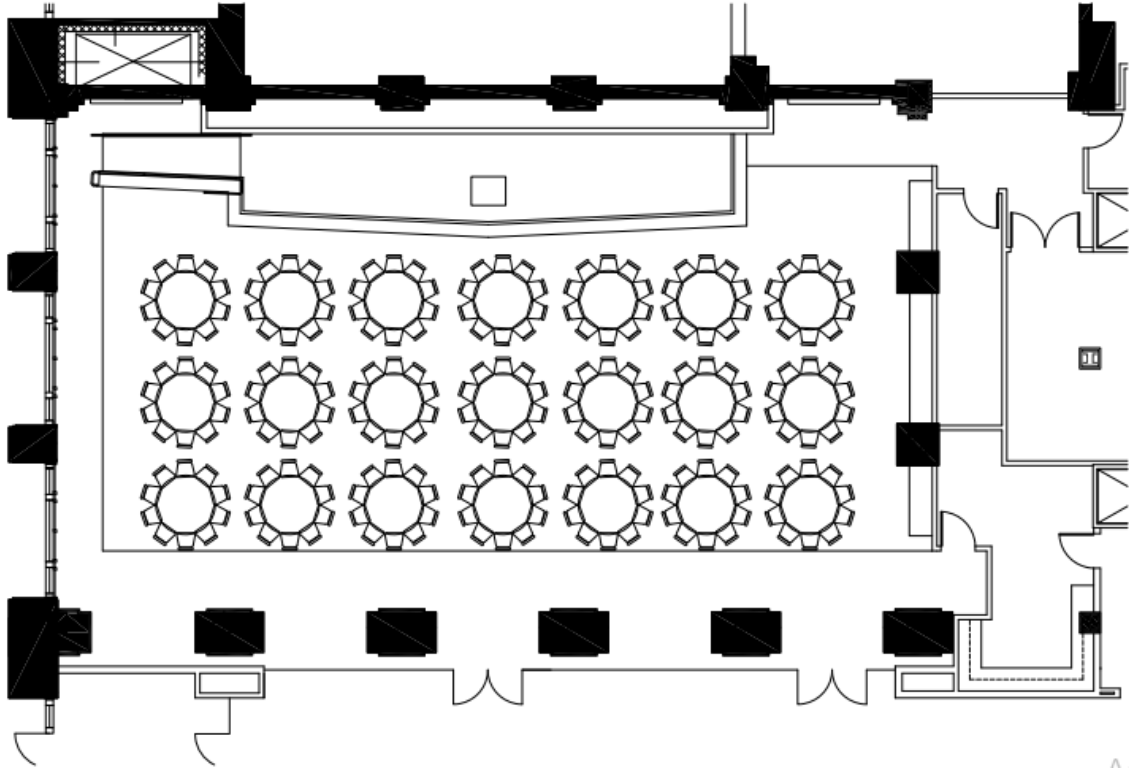
SHEET NO:
1 OF 2



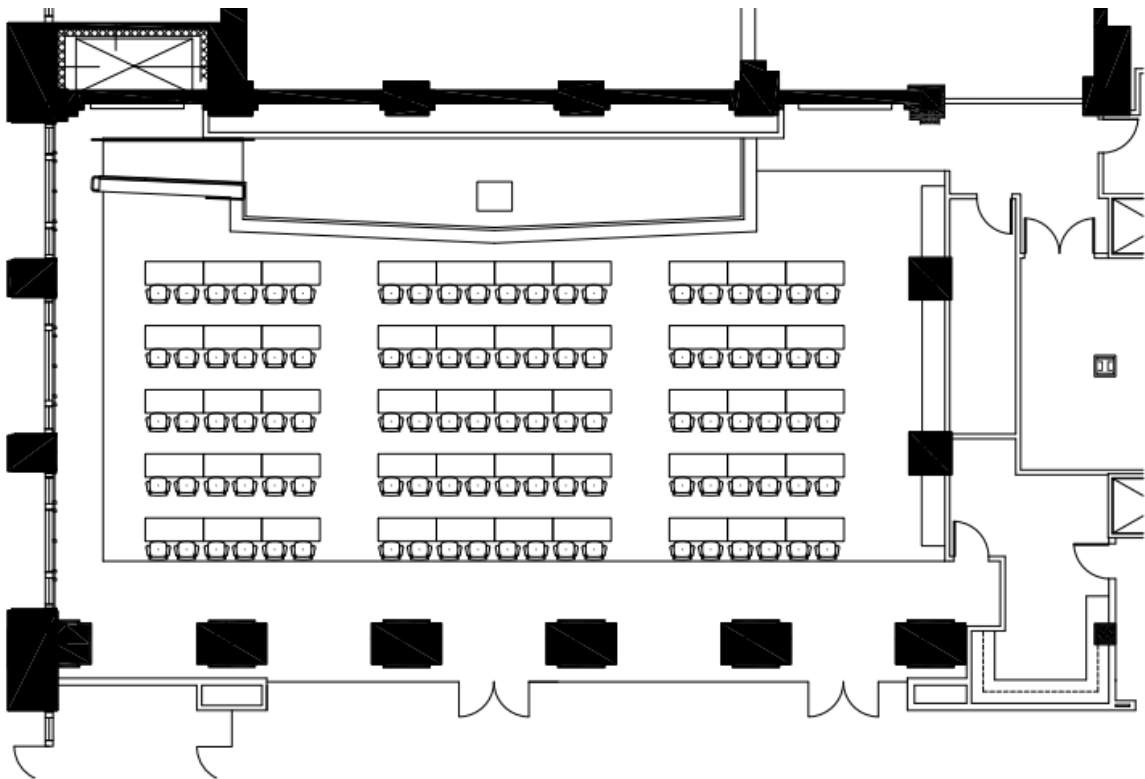
Theatre Style 200 Seats



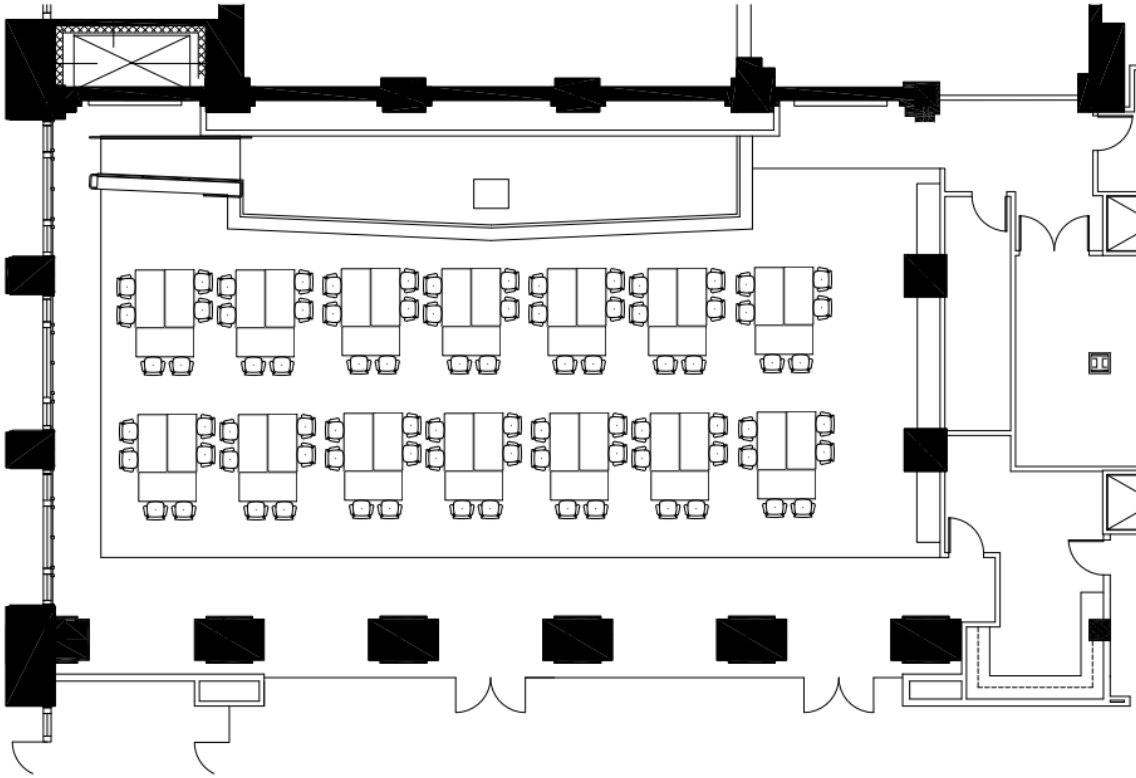
Conference



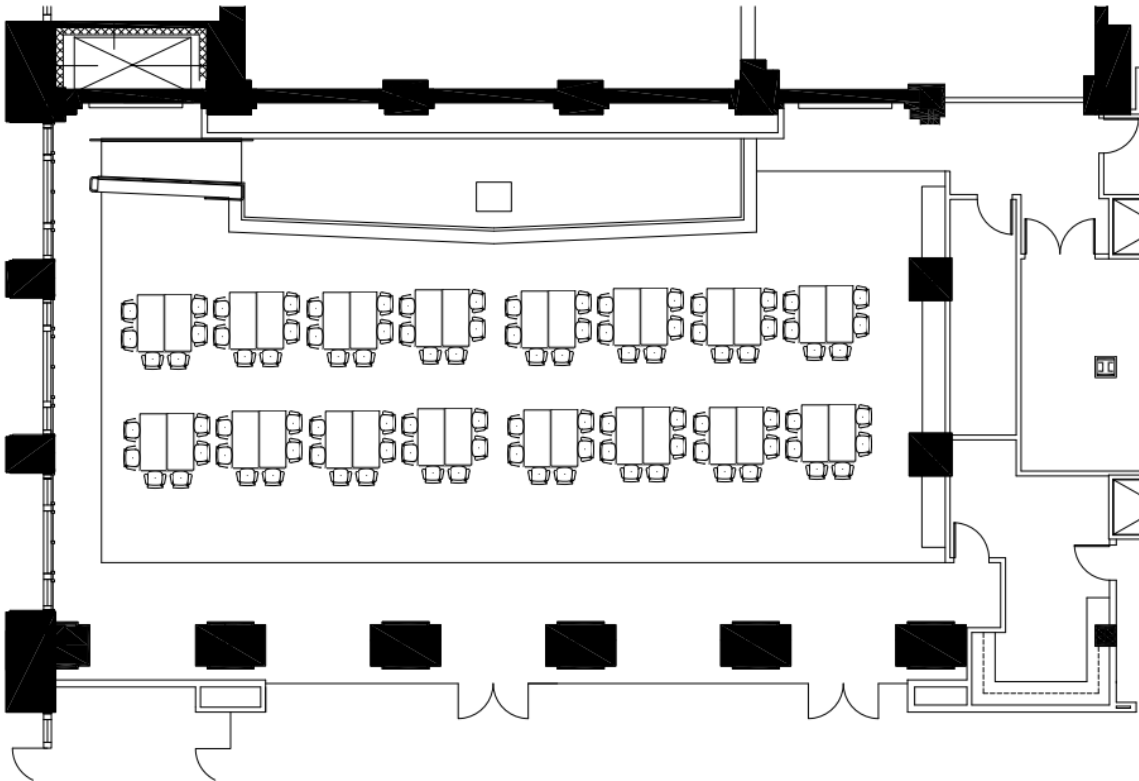
Rounds Max 20



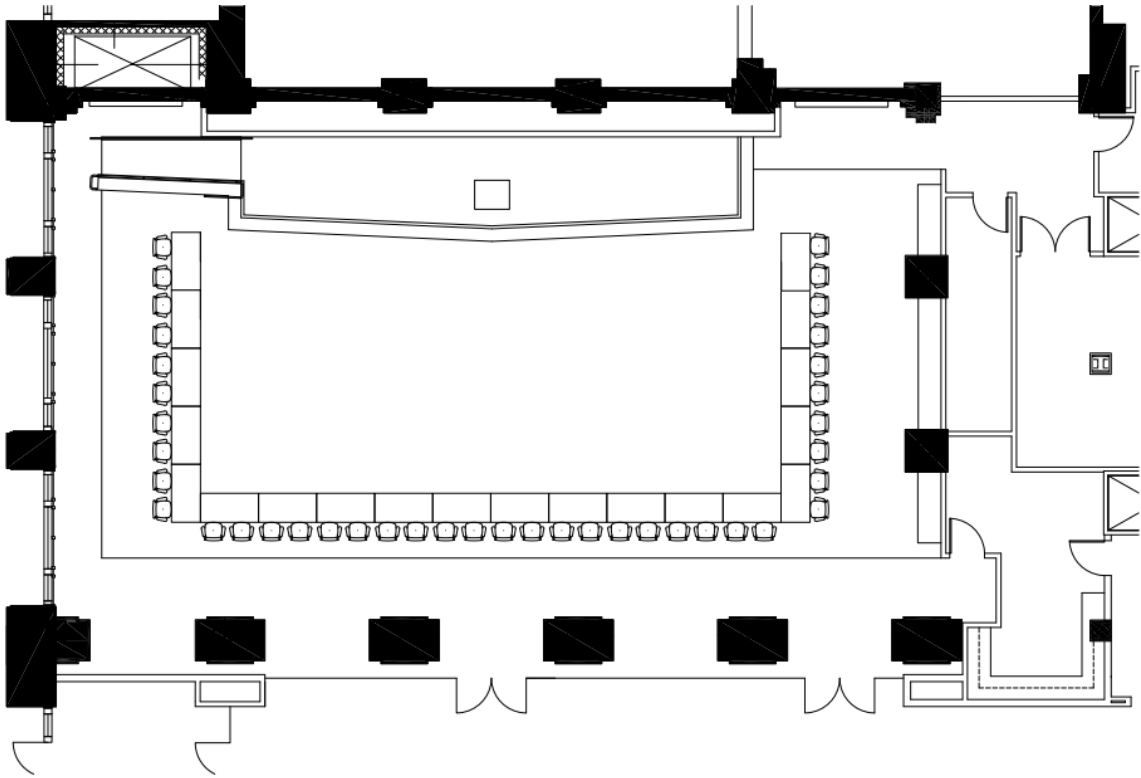
Classroom Style



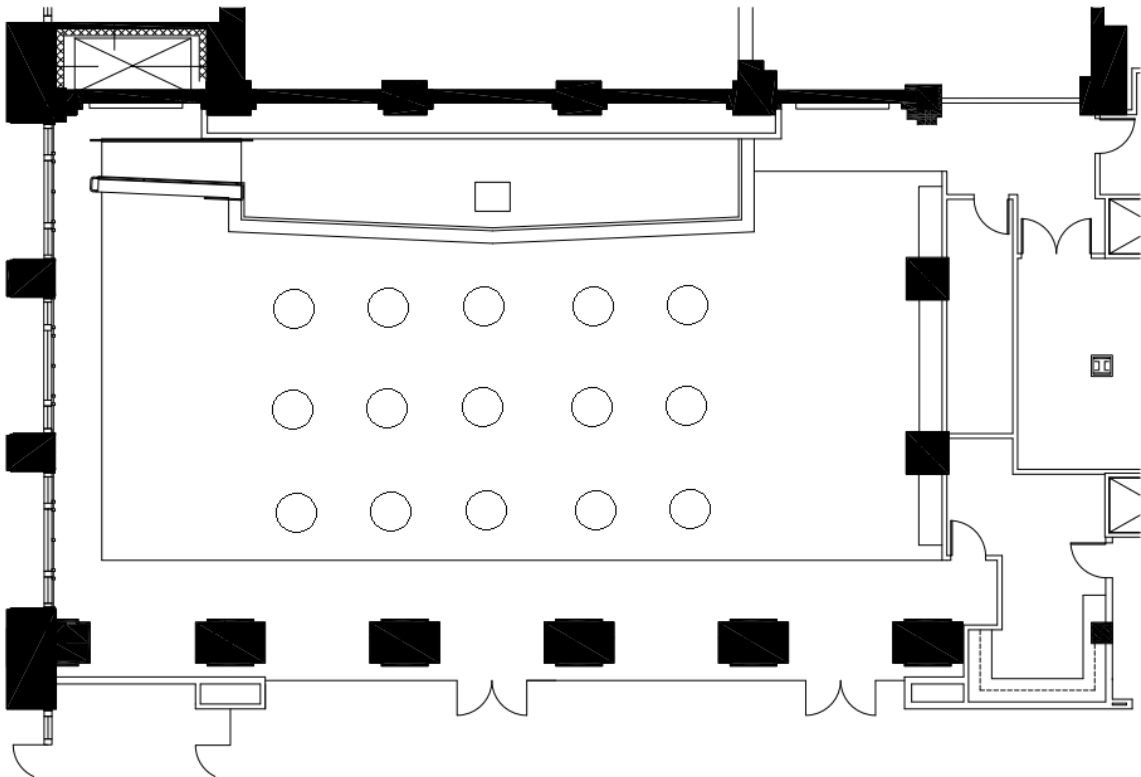
Pods (3 Tables 6x Chairs)



Pods (2 Tables 6x Chairs)



U Shape



Reception- High-tops

MEMBER BOARDROOM REQUEST FORM

PLEASE FILL OUT THIS FORM BEFORE THE EVENT AND GIVE TO MARCO DRUMMOND
 REQUEST FORM AND PAYMENT MUST BE RECEIVED WITHIN 30-DAY HOLD PERIOD OR DATE WILL BE RELEASED.

Event/Meeting Title

Date Requested:

Event/Meeting Contact Name

Date Needed:

Attach or Email Run of Show/Agenda

Room Time Requested (Start-End)

Time of Event:

Room Setup

<u>Style</u>	<u>Allowance</u>
<input type="checkbox"/> Conference Style	Table & Chairs Seats 40-60
<input type="checkbox"/> U Shape	Tables & Chairs Seats 52
<input type="checkbox"/> Classroom Style	Tables & Chair Seats 100
<input type="checkbox"/> Theatre Style	Chairs Seats 200
<input type="checkbox"/> Pods (3 Tables 6x Chairs)	Tables & Chairs (Max Seat 84)
<input type="checkbox"/> Pods (2 Tables 6x Chairs)	Seats 96
<input type="checkbox"/> Reception– Rounds	Max 20 Tables Seats 160-200
<input type="checkbox"/> Reception– High-tops	Max 15

Parking Validation Tickets

\$5.00/per ticket (must order tickets 5 business days prior to event)

AV Needs

- Projector
- Laptop
- Microphone
- Clickshare (Max 2x)

Microphone(s) Request

- _____ Lapel (Max 7x)
- _____ Handheld (Max 5x)

Catering

Name of Company

Catering Delivery Time

Set-Up (Office Use Only)

Date

Time

Notes

Presenters are using:

- Personal Laptop PC MAC (Adapter Required
- Flash Drive HDMI to MAC)