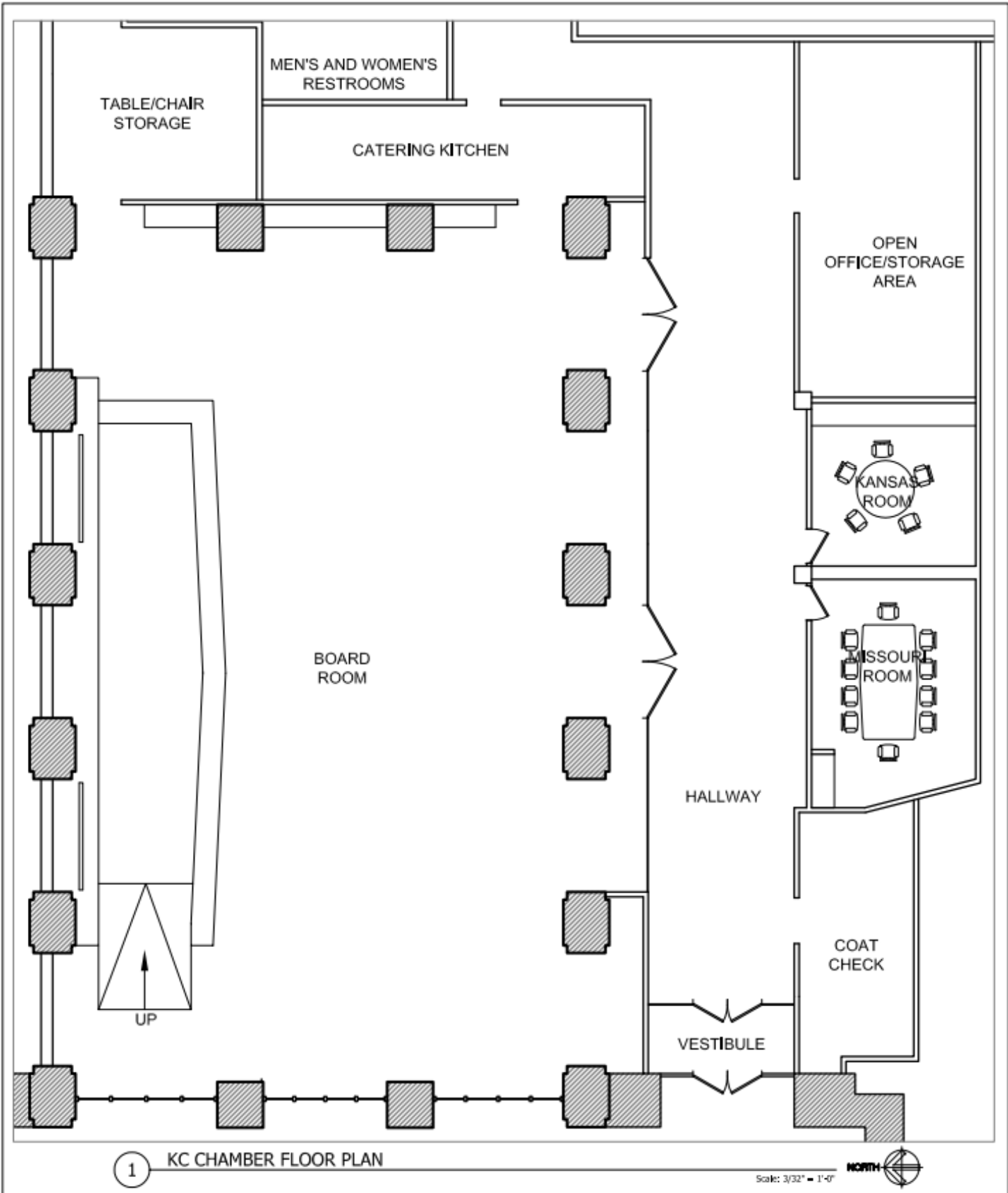


You can arrange parking vouchers with the KC Chamber of Commerce at a rate of **\$5.00** per voucher. Parking vouchers are non-refundable.

< **RESERVATIONS**

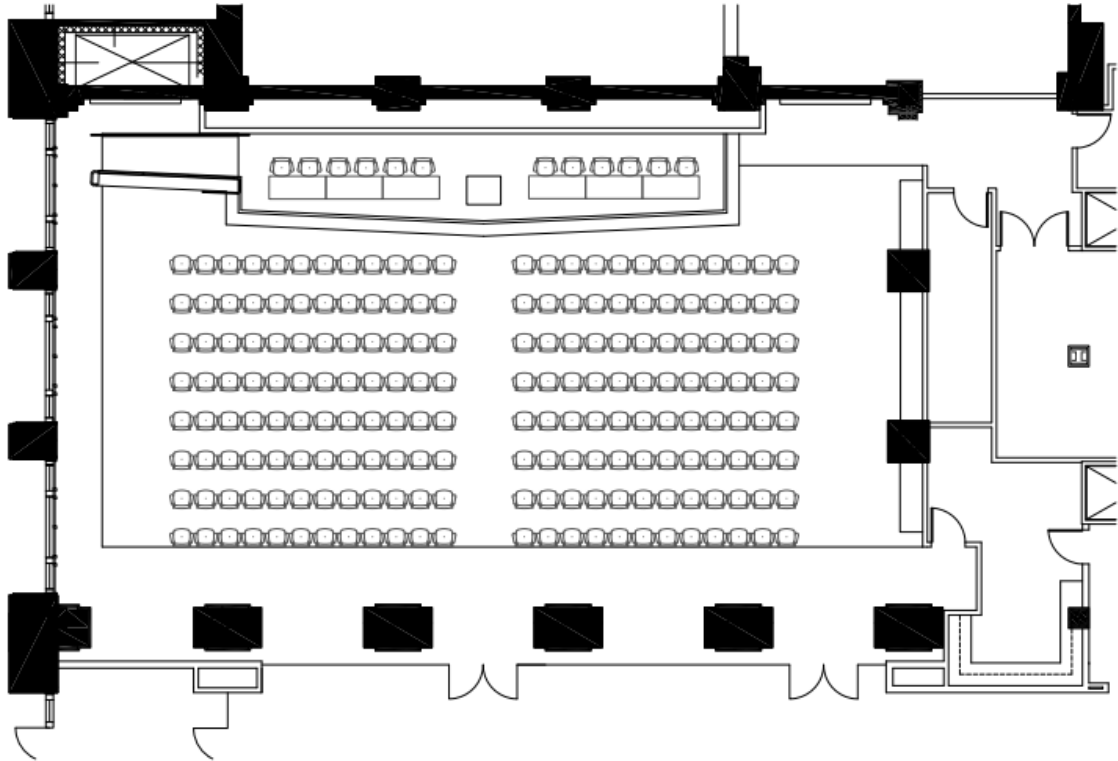
1. Contact Susan Monroe at (816) 374-5448 or smonroe@kcchamber.com to check availability and reserve date.
2. Complete rental agreement form and sign contact.
3. The KC Chamber will confirm the date after the application is approved and the rental fee(s) is received. Please do not advertise the event 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.



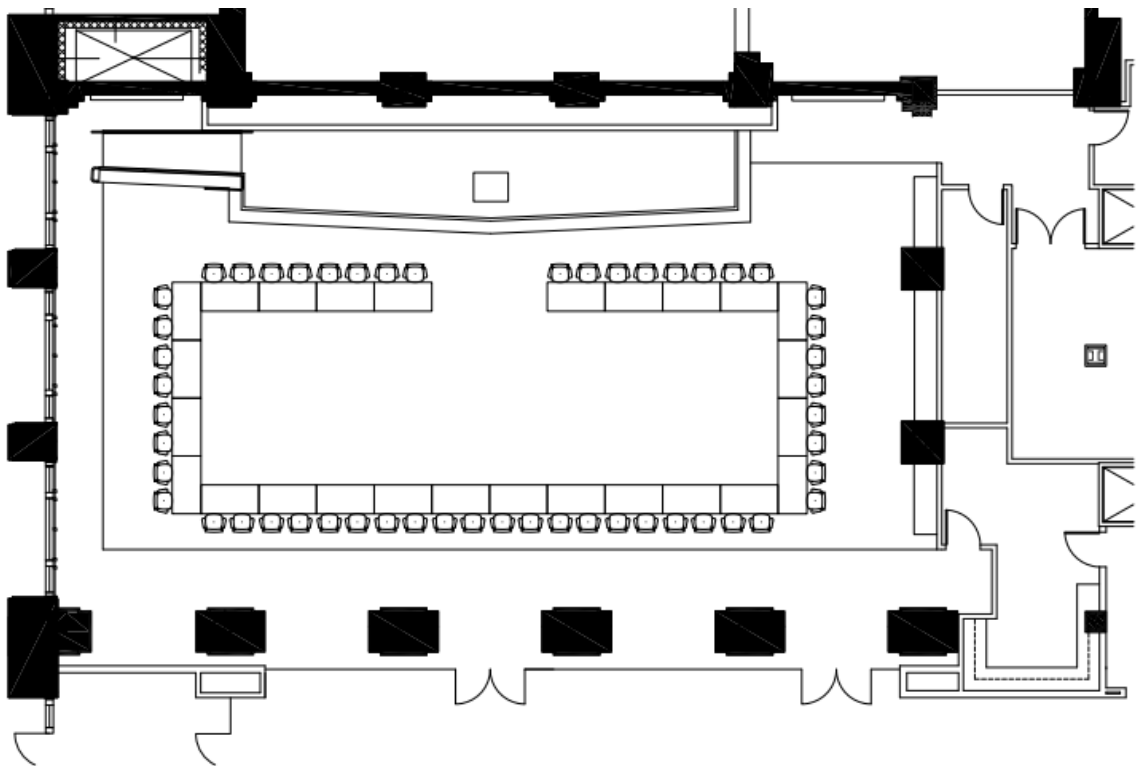
KC CHAMBER BOARD ROOM
 UNION STATION, KANSAS CITY, MISSOURI

DATE: 9.30.2014

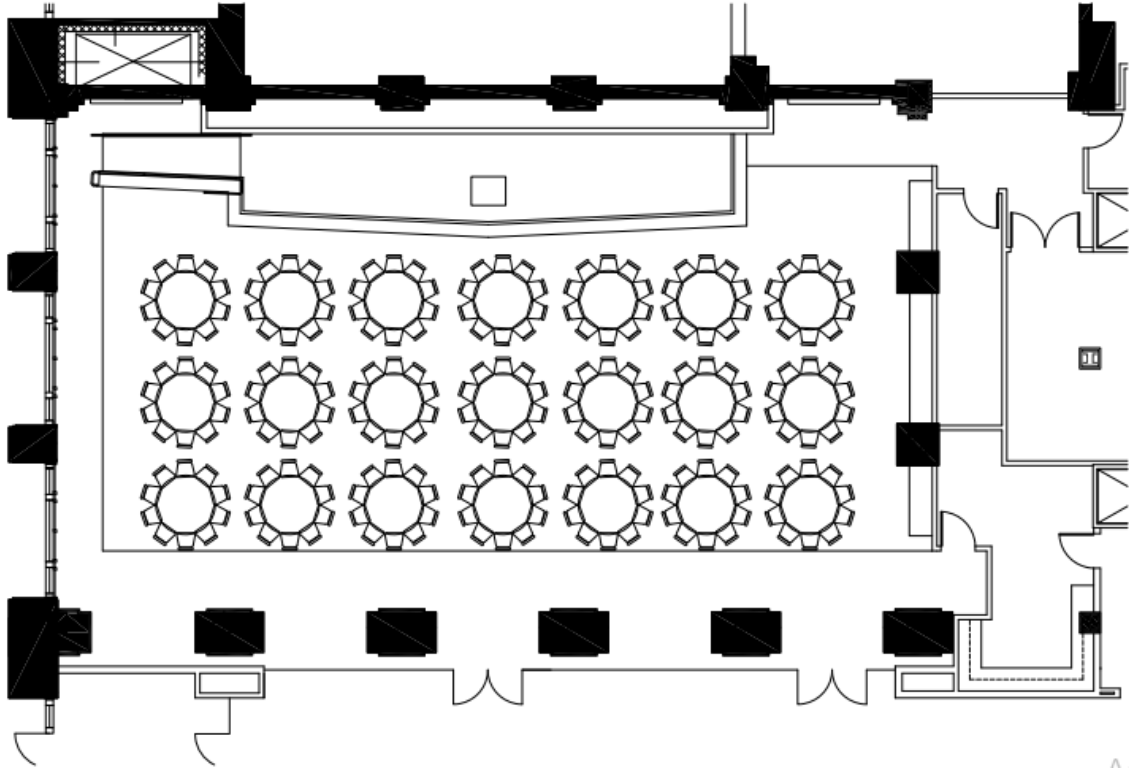
SHEET NO:
1 OF 2



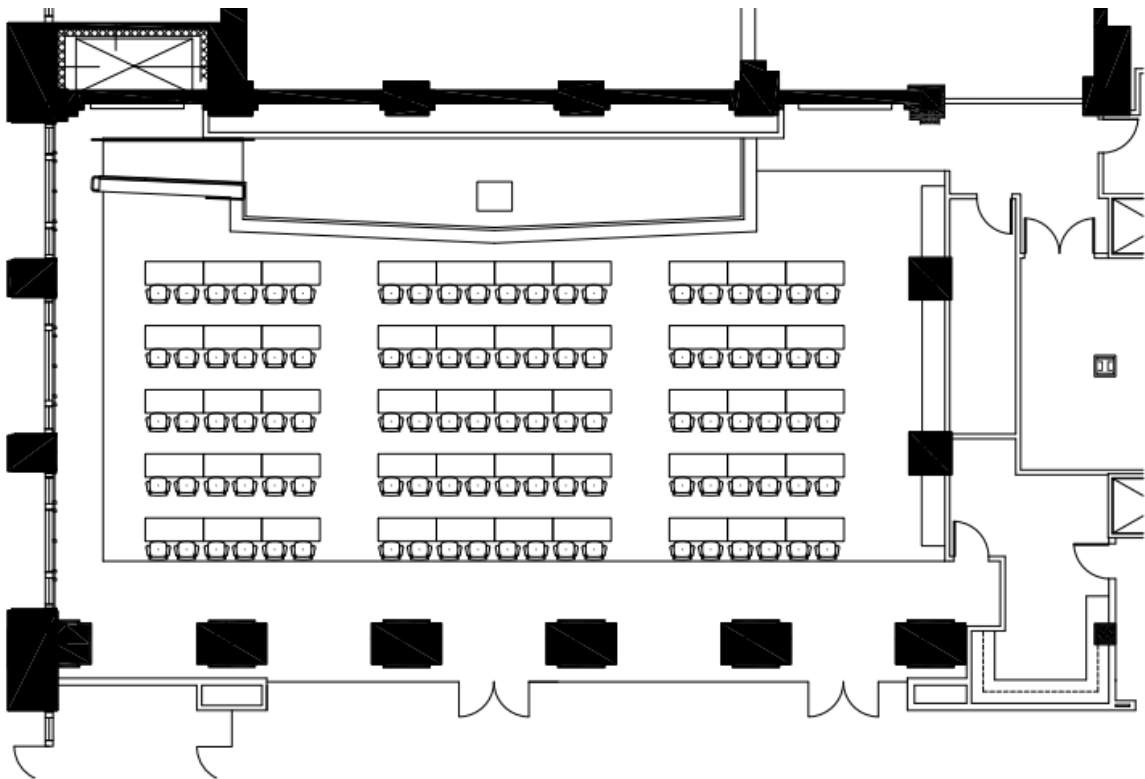
Theatre Style 200 Seats



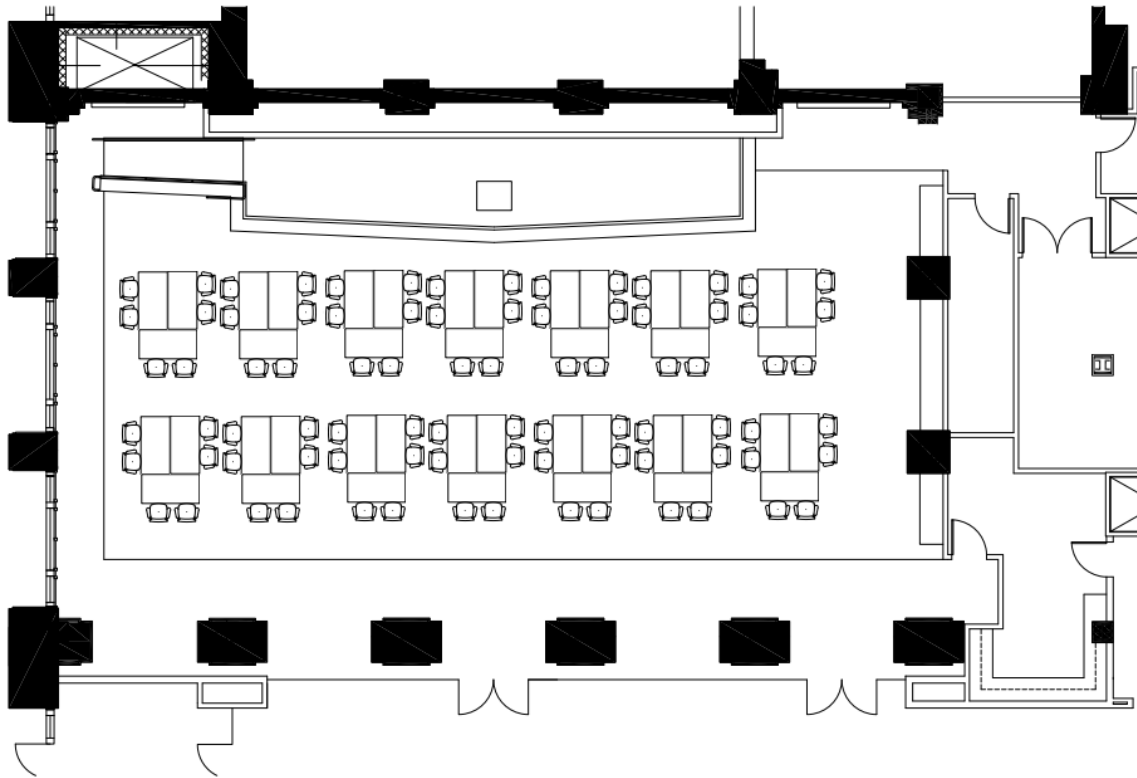
Conference



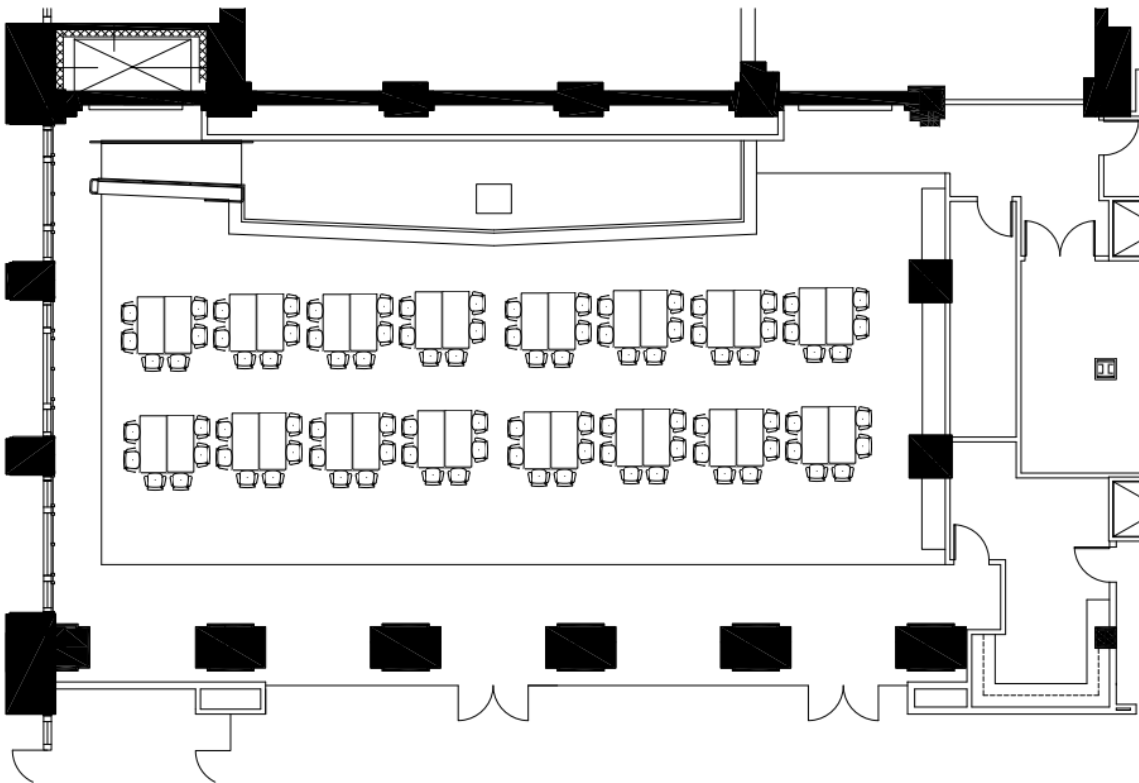
Rounds Max 20



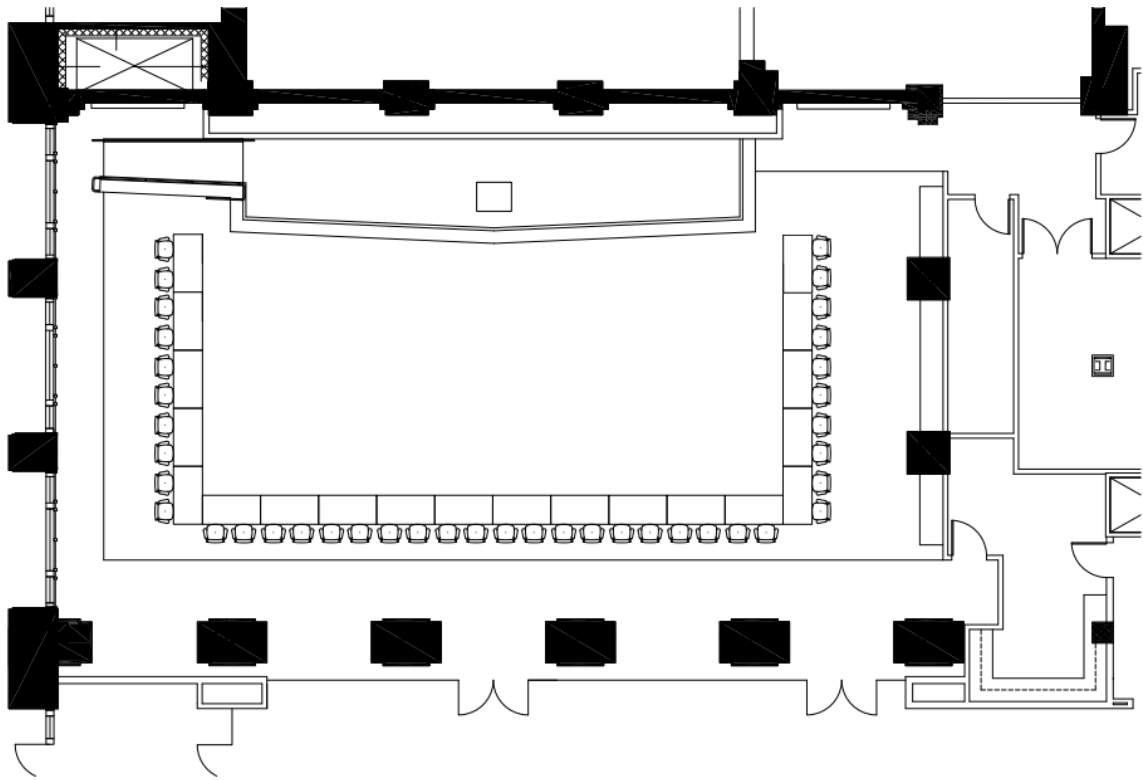
Classroom Style



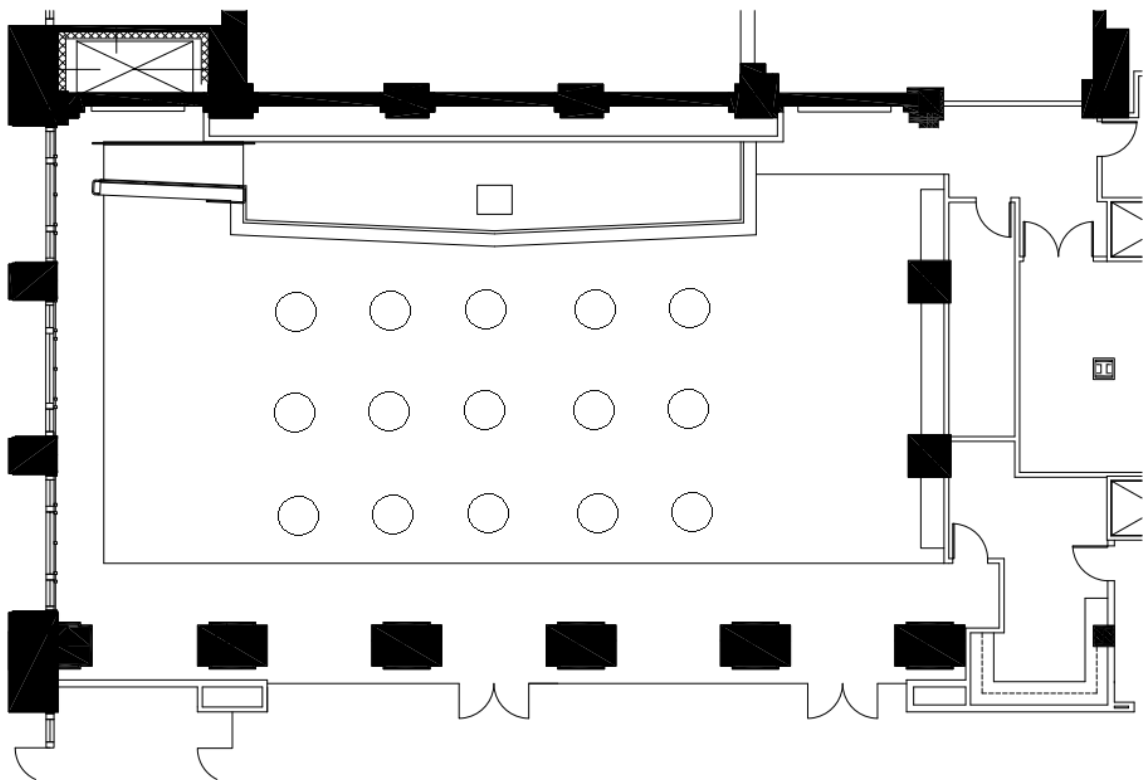
Pods (3 Tables 6x Chairs)



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 SUSAN MONROE ND
 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/Number of People:

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

Presenters are using:

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

Notes

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
