KC Chamber
Boardroom Rental
Policy & Procedures

FOR INFORMATION PLEASE CONTACT SUSAN MONROE
smonroe@kcchamber.com (816)-374-5400
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 outlined 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

The rental fee for KC Chamber members: $1200.00 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:

<table>
<thead>
<tr>
<th>Reception</th>
<th>No chairs/No tables</th>
<th>Max 300 people</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom style</td>
<td>Tables + chairs facing the podium</td>
<td>Seats 100</td>
</tr>
<tr>
<td>Theatre style</td>
<td>Chairs facing stage</td>
<td>Seats 200</td>
</tr>
<tr>
<td>U shape + additional rows</td>
<td>Original layout</td>
<td>Seats 40</td>
</tr>
<tr>
<td>Conference</td>
<td>Rectangle</td>
<td>Seats 35-60</td>
</tr>
<tr>
<td>Pods</td>
<td>3 tables + chairs</td>
<td>Max 14 pods seats 84</td>
</tr>
<tr>
<td>Other**</td>
<td>High-tops w. Linens</td>
<td>Max 15</td>
</tr>
<tr>
<td></td>
<td>Rounds w. Linens</td>
<td>Max 20</td>
</tr>
</tbody>
</table>
**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 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
Fiorella’s Jack Stack Barbeque

< **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 requests to use the AV which shall include the usage of 2 projectors, 2 screens, 1 tv (fixed), 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.

< **STREAMING FEE**

The Streaming Package allows for Hybrid or Virtual events to be hosted in the Boardroom. The package comes with a 9’ tall by 16’ wide LED wall to serve as a customizable backdrop for your broadcasts. Two cameras will allow for you to have multiple presenters on camera at the same time. Stage lighting will add a professional look to the presenters. Streams and Virtual events can be hosted to a variety of platforms, including: Zoom, Facebook Live, YouTube, On24, VBrick, or any other similar service. This package is $2,500 per day of use.
< 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. These vouchers are purchased by the KC Chamber of Commerce from Union Station and they are non-refundable.

< RESERVATIONS

1. Contact Susan Monroe at (816) 374-5400 or smonroe@kcchamber.com to check availability and reserve date.
2. Complete rental agreement form and sign contract.
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.
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
REQUEST FORM AND PAYMENT MUST BE RECEIVED WITHIN 30-DAY HOLD PERIOD OR DATE WILL BE RELEASED.

Event/Meeting Title

Event/Meeting Contact Name

Attach or Email Run of Show/Agenda

Room Time Requested (Start-End)

Date Requested:

Date Needed:

Time of Event/Number of People:

<table>
<thead>
<tr>
<th>Style</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Style</td>
<td>Table &amp; Chairs Seats 40-60</td>
</tr>
<tr>
<td>U Shape</td>
<td>Tables &amp; Chairs Seats 52</td>
</tr>
<tr>
<td>Classroom Style</td>
<td>Tables &amp; Chair Seats 100</td>
</tr>
<tr>
<td>Theatre Style</td>
<td>Chairs Seats 200</td>
</tr>
<tr>
<td>Pods (3 Tables 6x Chairs)</td>
<td>Tables &amp; Chairs (Max Seat 84)</td>
</tr>
<tr>
<td>Pods (2 Tables 6x Chairs)</td>
<td>Seats 96</td>
</tr>
<tr>
<td>Reception– Rounds</td>
<td>Max 20 Tables Seats 160-200</td>
</tr>
<tr>
<td>Reception– High-tops</td>
<td>Max 15</td>
</tr>
</tbody>
</table>

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
- Flash Drive
- MAC (Adapter Required HDMI to MAC)

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Office Use Only