



1095 S. Fourth St.
 El Centro, CA 92243
 Phone (760) 352-3681 Fax (760) 352-3246

Board Room Rental Agreement Form

Fees: \$25/hr.: Members

\$50/hr.: Non-members

\$25: Non-refundable reservation fee

Set-up time will be included in hourly fee (i.e., room rented for 3 hrs., but need 30 min. to set-up, you will be charged 3 hrs. and 30 min.) All fees for the rental of the board room shall be paid in advance of using the room. Table set-up available upon request. Check, Visa and MasterCard accepted.

Today's Date: _____ Date Needed: _____ Chamber Member: Yes No

Company Name: _____ Phone: _____

Authorized Representative (Please print): _____

Address: _____ City: _____ State/Zip: _____

Hour of Use (include set-up and breakdown): From: _____ : _____ am/pm To: _____ : _____ am/pm

Total Hours Needed: _____

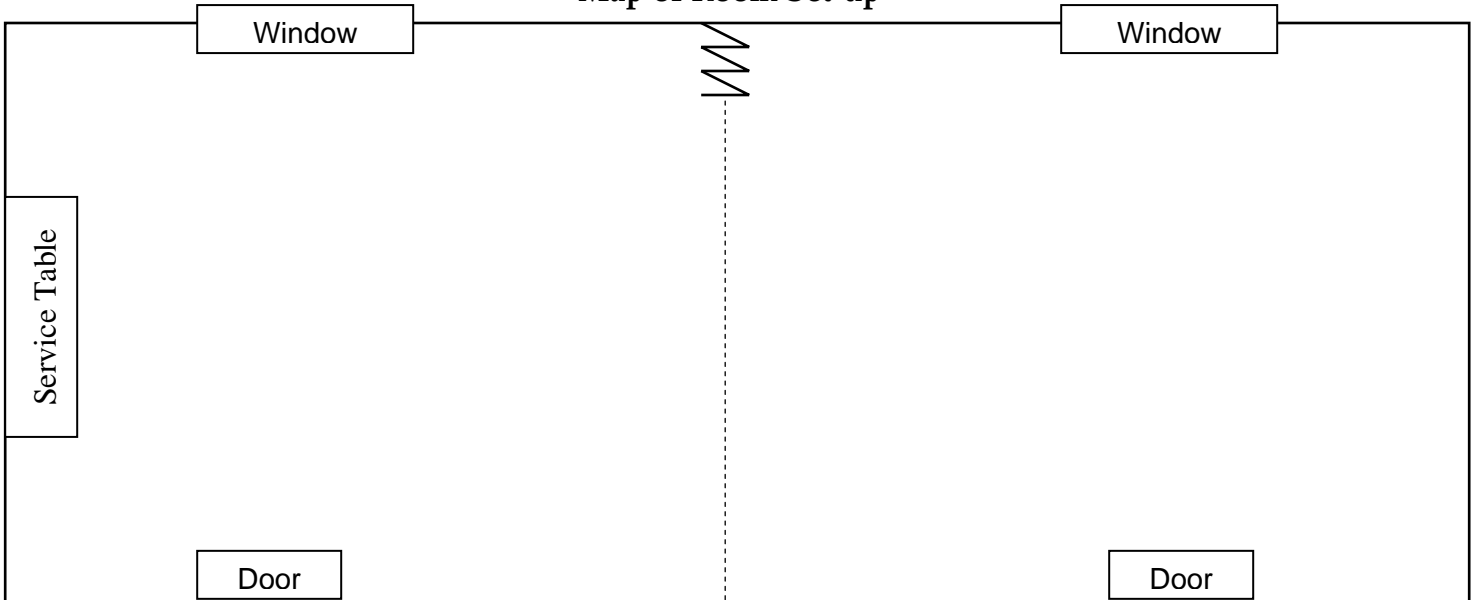
Please Check One: Full room 8 tables (capacity 30): _____ Half room 4 tables (capacity 15): _____

Please Check One: Check Enclosed _____ Check No. _____

Visa/MasterCard No. _____ Exp. Date _____

Authorized Signature: _____

Map of Room Set-up



For Office Use Only

Amount Pd. _____ Balance Due _____ Credit Card Check No. _____ Approved for billing Yes No

Date Reserved _____ Time _____ By _____ Staff Name _____ Date _____

Date Cancelled _____ Time _____ By _____ Staff Name _____ Date _____

Refund Due (if applicable) _____ Authorized by _____ Date _____