



# Boardroom Rental Policy & Procedures

FOR ADDITIONAL INFORMATION PLEASE EMAIL  
[BOARD@KCCHAMBER.COM](mailto:BOARD@KCCHAMBER.COM)



The Greater Kansas City Chamber of Commerce Board Room is available by reservation for KC Chamber members' meetings or events.

For a member to use the Boardroom, they must be in good standing with their membership dues, both at the time of their request and event date.

Once a reservation request for an available day and time has been approved, the Chamber will place a hold on the boardroom for up to 30 days.

Payment for the rental, including any supplemental fees, must be paid within the hold period or the date will be released. If payment is not received the day prior to the event, it will be considered cancelled.

**AVAILABILITY**

Monday through Friday only, **8:00 am – 5:00 pm**

**MEMBER RENTAL FEE**

Base rental fee for KC Chamber members: **\$1200.00** per day.

Early entrance and late exit outside of 8:00 am - 5:00 pm business hours - **\$100.00** per additional hour (maximum 10 hours per day).

**SET-UP AND OPTIONS**

Meeting Room Set-Up

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>COST</b>
<b>Rental Fee</b>	Per day room is utilized, regardless of length of meeting	\$1,200
<b>Reception</b> <i>Max 300 people</i>	No chairs/No tables	<i>Included</i>
<b>Classroom style</b> <i>Seats 100</i>	Tables + chairs facing the stage	<i>Included</i>
<b>Theatre style</b> <i>Seats 200</i>	Chairs facing stage	<i>Included</i>
<b>U Shape + additional rows</b> <i>Seats 40</i>	Original layout	<i>Included</i>
<b>Conference</b> <i>Seats 35-60</i>	Rectangle	<i>Included</i>
<b>Pods</b> <i>Max 84 people</i>	Grouped tables (6 people per pod)	<i>Included</i>

## Meeting Room Add-Ons

ITEM	DESCRIPTION	COST
<b>Early Entrance and Late Exit</b>	Per additional hour outside of business hours of 8am-5pm	\$100
<b>Water, Iced Tea, and Coffee Station</b>	Initial set-up and one additional refill	\$70
<b>Audio Visual Fee</b>	Per day. Includes the use of laptop, 2 projectors, 2 screens, 1 podium, 6 handheld microphones, 6 lapel microphones, 1 slide clicker	\$135
<b>Parking</b>	Per West Yards Parking Garage validation – non-refundable South Lot Parking is available for free until 9am.	\$6
<b>High Tops with Linens</b>	Per table, max 14 tables	\$15
<b>Round Tables with Linens</b>	Per table, max 20 tables	\$25

## FOOD & BEVERAGE

Water, Iced Tea, and Coffee stations \$70. This includes initial set-up and one additional refill.

Outside food and beverages are allowed. You may bring your own snacks and drinks or refer to our approved caterers list.

## CLEANING FEE

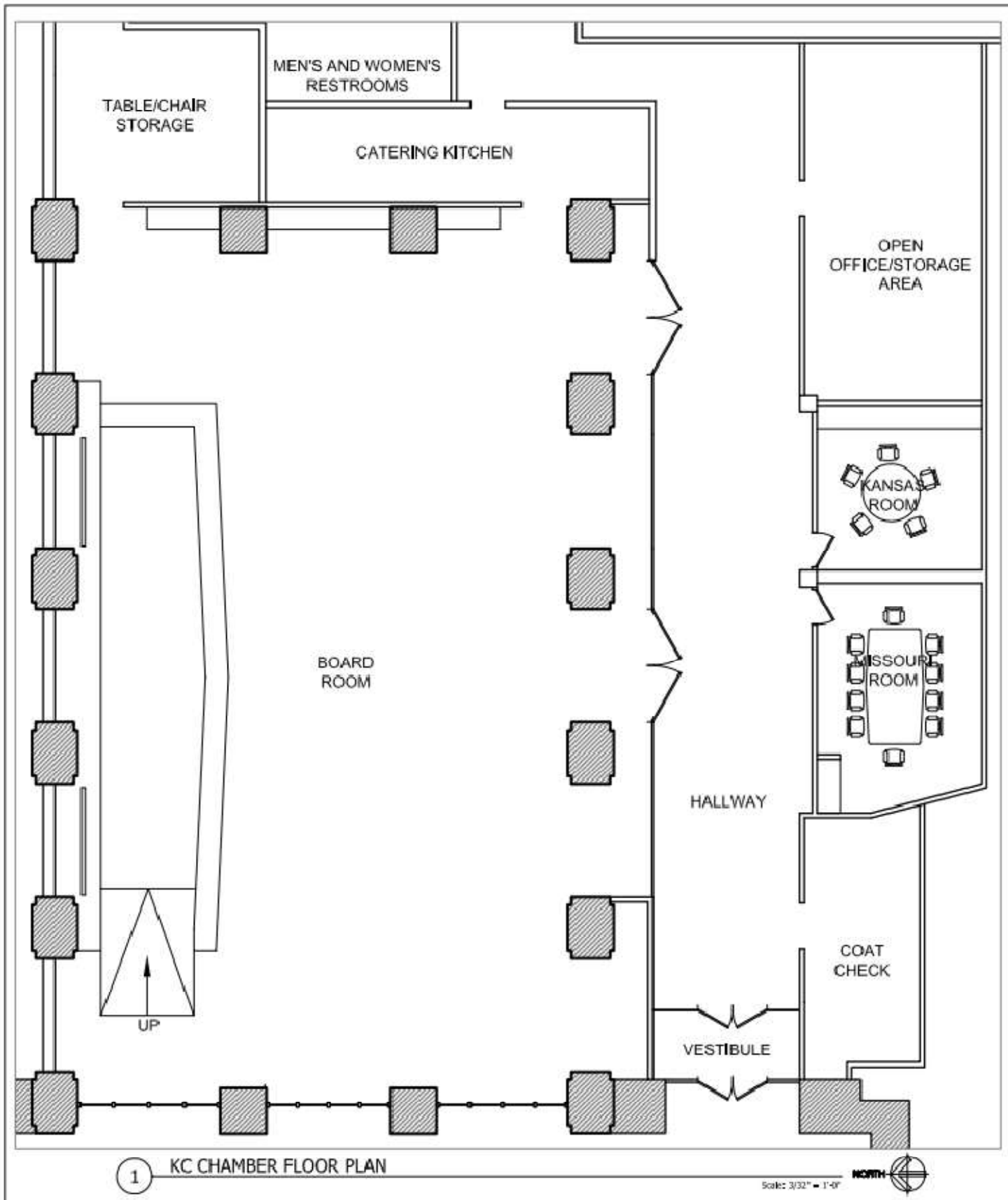
Your rental fee includes covering costs associated with trash removal and maintenance of the space. If there is any excessive wear and tear or deep cleaning needed there will be an additional **\$100** cleaning fee.

Guests are expected to treat the space they book as if it were their own, with respect and care. As the responsible booking party, you agree to pay costs of any damages that you or your attendees cause outside of basic maintenance during a confirmed booking.

## RESERVATIONS

Use our on-line [Board Room Rental Request Form](#) to request a reservation.

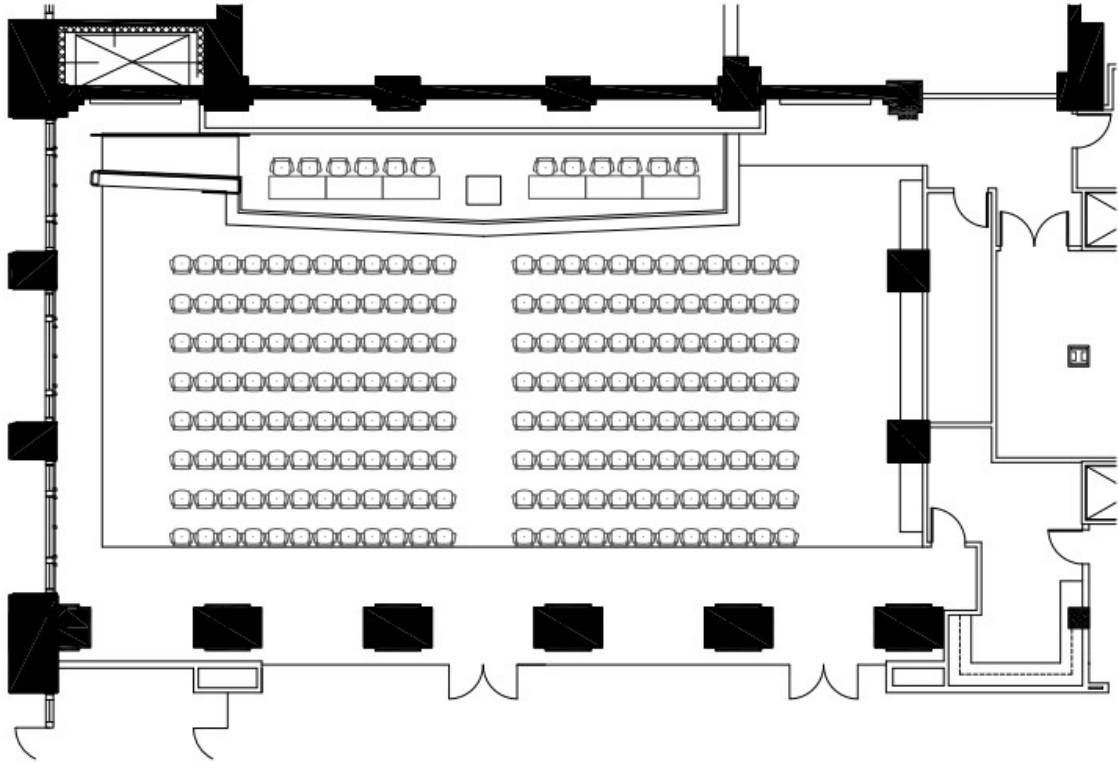
The KC Chamber will confirm the date after the reservation request is approved and the rental fee(s) is received. Please do not advertise the event until the room reservation is approved, and rental fee is paid.



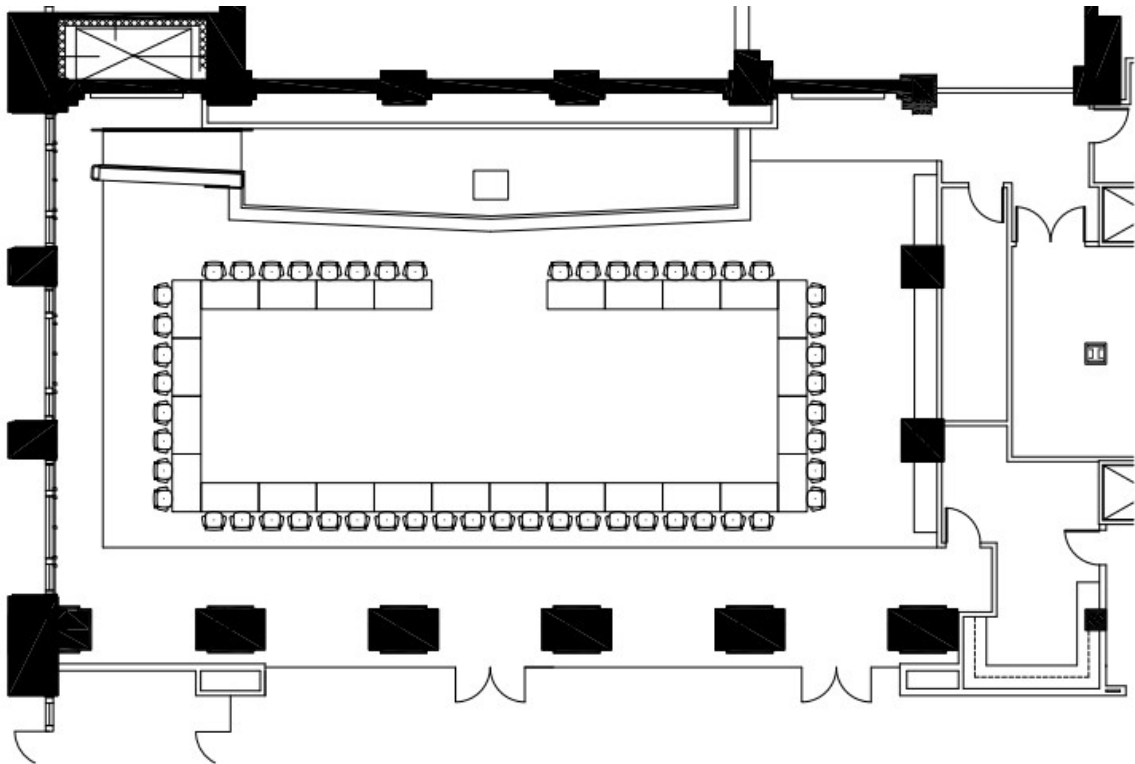
**KC CHAMBER BOARD ROOM**  
 UNION STATION, KANSAS CITY, MISSOURI

DATE: 9.30.2014

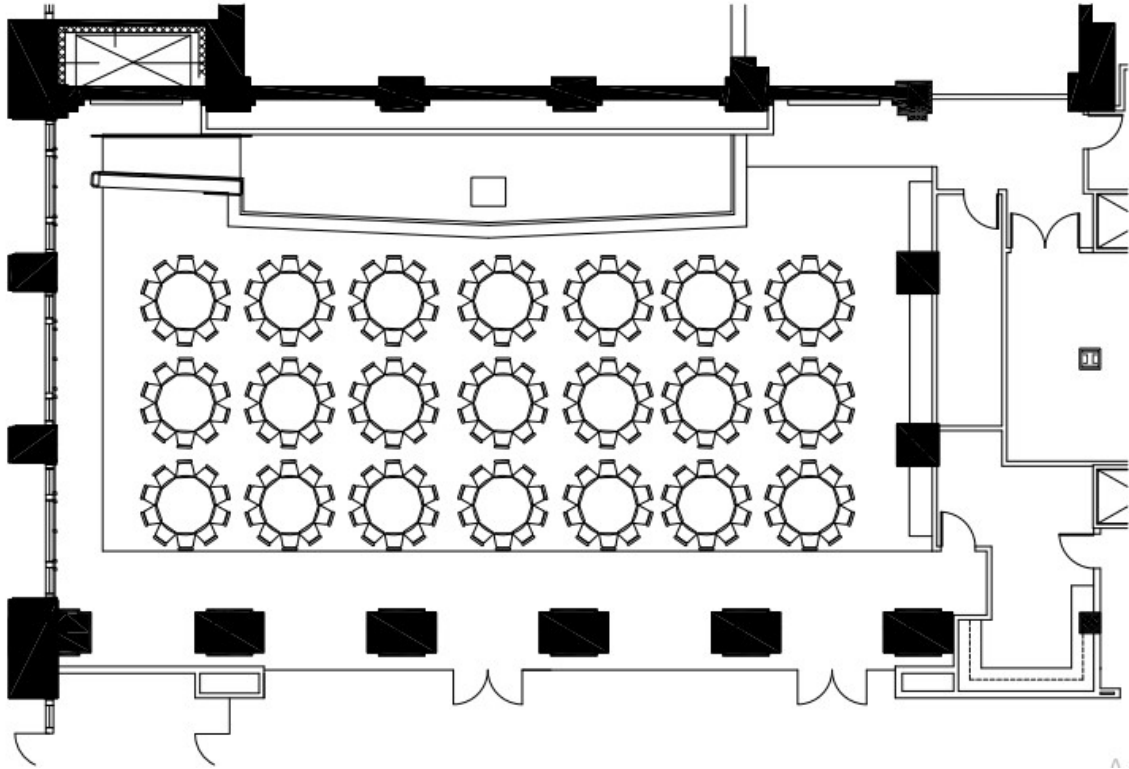
SHEET NO:  
**1 OF 2**



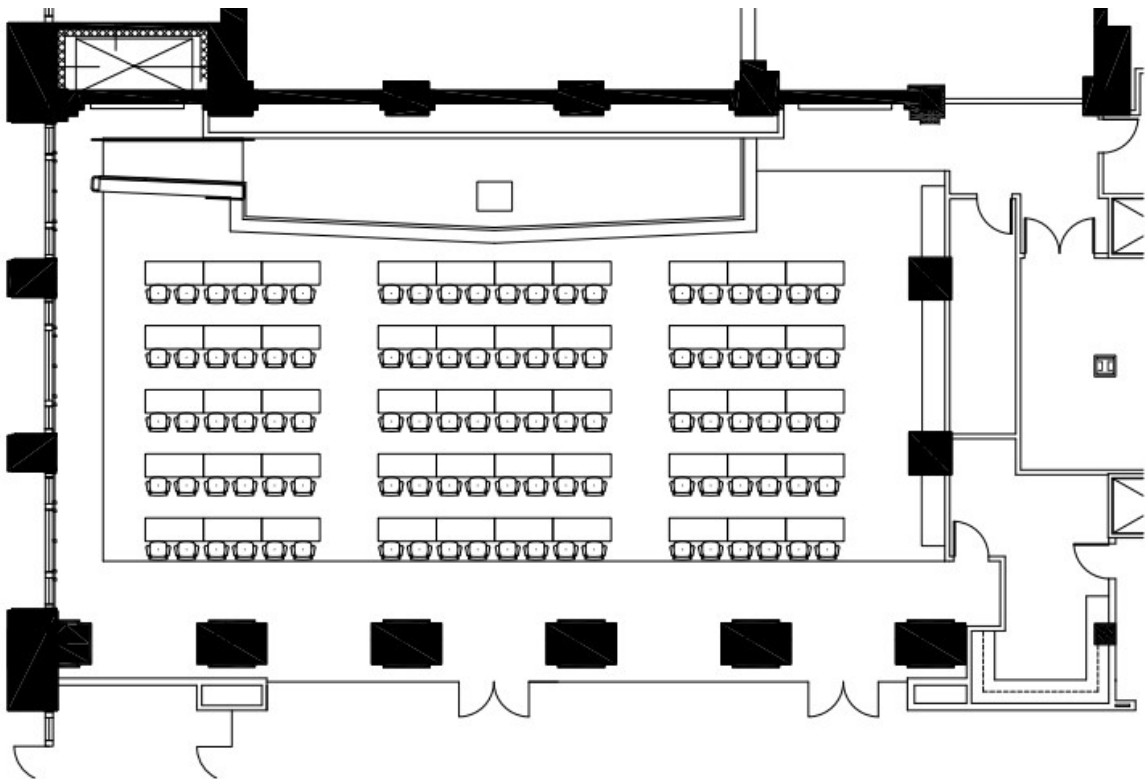
Theatre Style 200 Seats



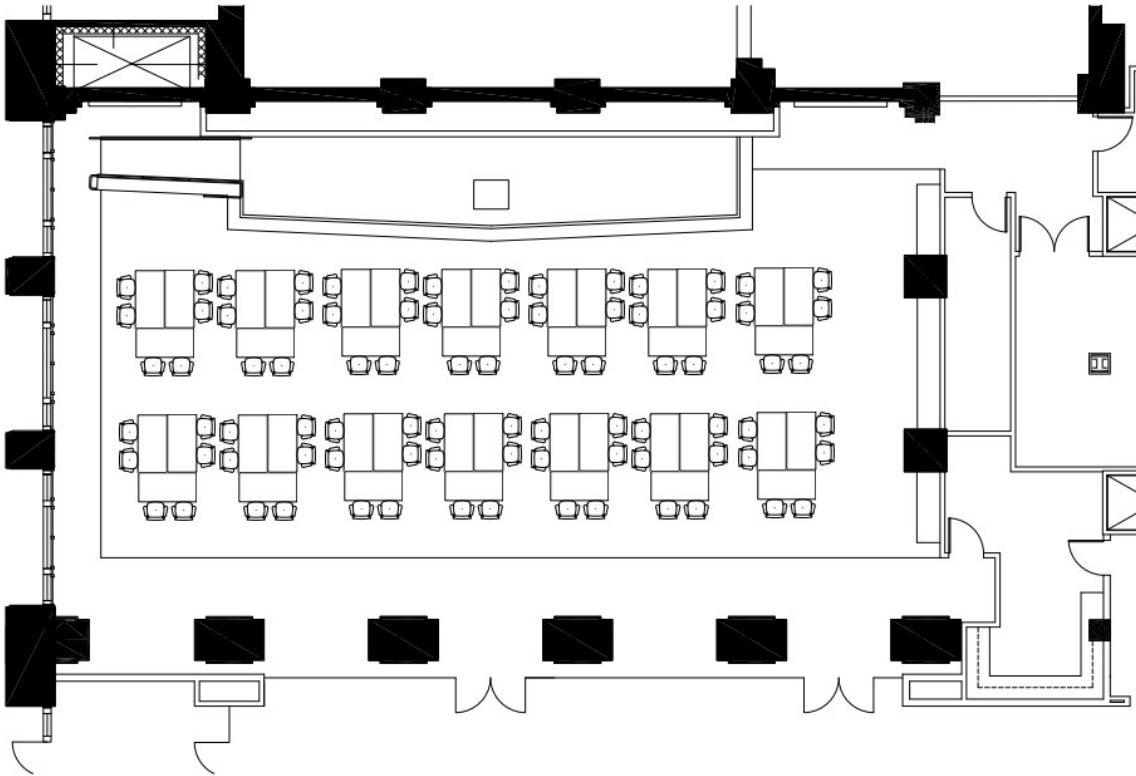
Conference



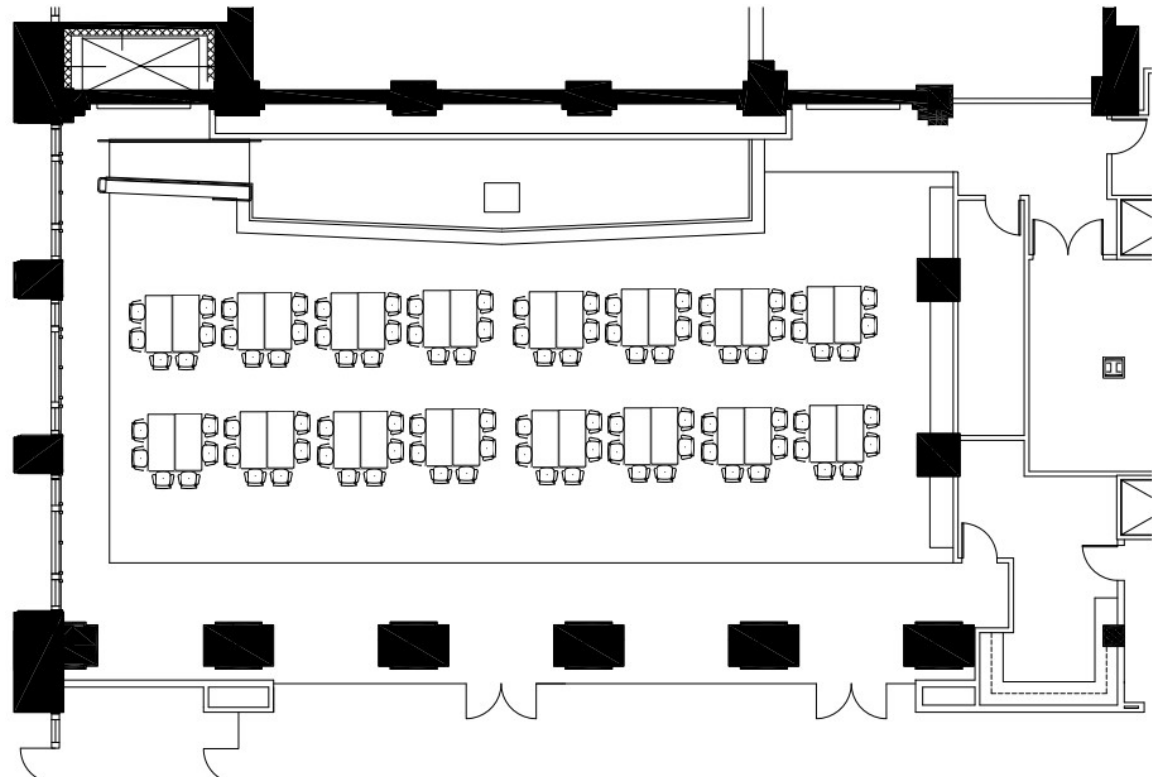
Rounds Max 20



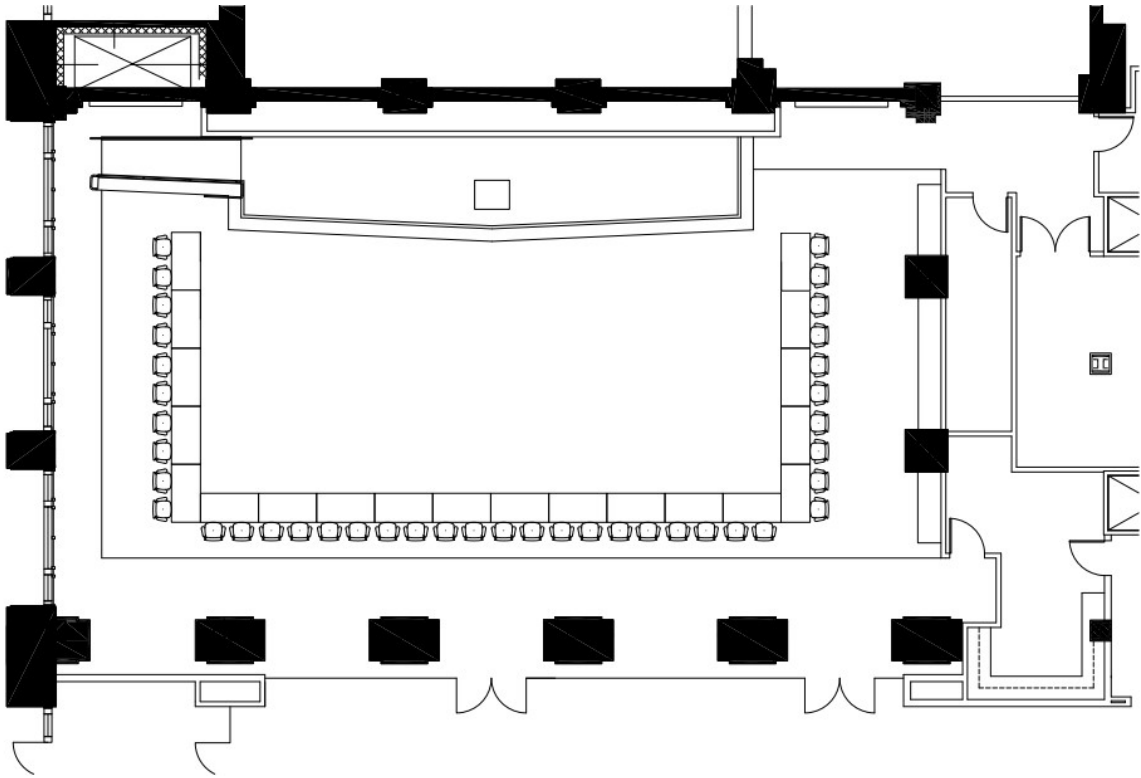
Classroom Style



Pods (3 Tables 6x Chairs)



Pods (2 Tables 6x Chairs)



U Shape

