



**Dakota County Regional Chamber of Commerce**  
*Conference Room Reservation Form*

To reserve your space, you will need to check with the Chamber office to determine availability.

Room	Capacity	Hourly Rate	Half Day Rate	Full Day Rate
<b>Full Room (Member)</b>	22	\$25	\$50	\$100
<b>Full Room (Non-Member)</b>	22	\$50	\$150	\$250

Equipment	Rental Rates	Check Equipment Needed
White Board	Complimentary	
Screen	Complimentary	
Projector	\$20	
Flip Chart/Easel	Complimentary Will be charged for paper use exceeding 5 sheets	

Meeting Services	Rates	Check Services Needed
Copy Machine	.25/page	
Fax Machine	\$1.00/page	
Coffee Service	\$3.00/pot	
Catering Assistance	\$2.00 per person surcharge DCR staff will contact a catering member based on your requirements & make all the necessary arrangements.	

Company Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time(s) Needed: \_\_\_\_\_

**Please fax or email your reservation form to [cjohnson@dcrchamber.com](mailto:cjohnson@dcrchamber.com) or fax: 651.452.8978.**

**You will be emailed or faxed a confirmation of your reservation along with an invoice for your requirements.**

