



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
Full Room (Member)	22	\$25	\$50	\$100
Full Room (Non-Member)	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	
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 info@dcrchamber.com or fax: 651.452.8978.

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

