



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

Members receive one (1) complimentary use of the Conference Room

The space is available during Monday - Friday 7:00 am – 6:00 pm.

Room	Capacity	Hourly Rate	Half Day Rate	Full Day Rate
Full Room (Member)	35	\$25	\$50	\$100
Full Room (Non-Member)	35	\$50	\$150	\$250

Equipment	Rental Rates	Check Equipment Needed
Television	Complimentary	
White Board	Complimentary	
Screen	Complimentary	
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: _____

Contact Name: _____

Telephone: _____ Fax Number: _____

Date(s) Requested: _____ Time(s) needed: _____

*Please fax or mail your reservation form to
1121 Town Centre Drive, Suite 102, Eagan, MN 55123 or FAX: 651-452-8978*

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

