



**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.*

