



The Mobile Area Chamber of Commerce rents meeting rooms to members and outside organizations. Our regular business hours are Monday - Friday, from 8:00 am to 5:00 pm. The rental fee is set at four hour increments. The rate schedule is as follows:

	Members		Non-Members
	For-Profit	Non-Profit	
<b>Rental Fee</b>	\$150.00/ 4 hrs	\$100.00/4 hrs	\$250.00/4hrs
<b>Evenings M -TH 5-9pm*</b>	\$250.00	\$150.00	\$350.00
<b>Weekends 8am-9pm*</b>	\$350.00	\$200.00	\$450.00
<b>Holiday Rates</b>			
<b>Evenings M -TH 5-9pm*</b>	\$450.00	\$450.00	\$650.00
<b>Weekends 8am-9pm*</b>	\$550.00	\$550.00	\$750.00

Listed Below are the maximum meeting room capacities as established by the Fire Marshall:

<b>Tricentennial Room</b>	70 theater; 45 U-shape; and 32 classroom styles
<b>Guthans Room</b>	16 - 12@ table and 4 around the walls.
<b>Board Room</b>	50 - 30 @ table and 20 around the walls.
<b>Atrium Conf Room</b>	10 @ table

Room Rentals: The rental agreement must be signed and paid in advance to hold the reservation.

Complimentary rooms: New members are entitled to one room reservation (4 hours) during **regular office hours** at no cost during the first year of Chamber membership. This offer does not include Atrium Receptions.

\*Evening and weekend rentals are subject to staff availability. Required Custodial and Security fees are over-and-above the room rental fee.

Optional Accessories: Projector, Wireless internet, screens, white boards (Tri-room), coffee and ice water are included in your rental fee. For rental of tables & Linens - Bistro tables (5) are \$10/ea and all size linens are \$5/ea. **Food is not served in the meeting rooms - No exceptions! There are tables set up in the atrium for that purpose.**

**Any press conference or meeting of a political nature is not permitted** due to the non-partisan standing of the organization. All press conferences are subject to the approval of the VP of Communications & Marketing.

NOTE: Any organization planning to serve alcoholic beverages on the premises while using Chamber facilities, must present a certificate of insurance as evidence of \$1,000,000. Liquor Law Liability coverage (as required by our insurance carrier) to the Chamber's Chief Financial Officer at least three days prior to the day of the event.

For further information about room reservations, e-mail Jackie Davidson: [jdavidson@mobilechamber.com](mailto:jdavidson@mobilechamber.com)