

MOBILE CHAMBER MEETING ROOM RATES AND INFO

The Mobile Chamber rents meeting rooms to organizations (members and non-members). Regular business hours are Monday-Friday, from 8 am to 5 pm. Rental fees are set at four-hour increments. Evening and weekend rentals are subject to staff availability.

To check the availability of the space, email Alicia Spizzirri at aspizzirri@mobilechamber.com or call at (251) 431-8605. After confirming availability, please complete the following form and submit it to Alicia Spizzirri who will confirm your reservation by email.

RENTAL FEES	MEMBERS		NON-MEMBERS
	For-Profit	Non-Profit	
Week Days M-F 8 am – 5 pm	\$175.00/4 hrs.	\$125.00/4 hrs.	\$275.00/4 hrs.
Evenings M-TH 5 - 9 pm	\$350.00/4 hrs.	\$250.00/4 hrs.	\$550.00/4 hrs.
Weekends 8 am – 9 pm	\$750.00/4 hrs.	\$650.00/4 hrs.	\$1,200.00/4 hrs.
HOLIDAY RATES			
Evenings M-TH 5 - 9 pm	\$1,000.00/4 hrs.	\$1,000.00/4 hrs.	\$1,500.00/4 hrs.
Weekends 8 am – 9 pm	\$1,000.00/4 hrs.	\$1,000.00/4 hrs.	\$1,500.00/4 hrs.

LISTED BELOW ARE THE MAXIMUM MEETING ROOM CAPACITIES AS ESTABLISHED BY FIRE MARSHALL.

THE ATRIUM IS AVAILABLE TO SET UP FOOD FOR EVENTS IN THE CONFERENCE ROOMS ON THE FIRST FLOOR (TRICENTENNIAL AND GUTHANS). FOOD MAY NOT BE SERVED IN MEETING ROOMS BUT IS ALLOWED IN THE MEETING ROOMS.

ROOM CAPACITY

We have 12 tables that seat 3 per table for the Tricentennial Room and 70 chairs total. The Atrium (open area under the skylight) can hold up to 70 chairs for Theater setup (lecture with aisle) or standing room only for up to 100 people. Reception events can be set up with tables lining the perimeter of the room leaving middle of the room open for mingling (optional bistro table rental). See Common Set-Up Types for visual.

Conference Room Options	Conference	U-Shape	Theater (Lecture with Aisle)	Classroom	Chevron	Reception
Tricentennial	30	45	70	45	36	N/A
Atrium	N/A	N/A	70	N/A	N/A	100
Atrium Room	10	N/A	N/A	N/A	N/A	N/A
Delchamps Board Room	50 (30 @ table and 20 around the walls)	N/A	N/A	N/A	N/A	N/A
Guthans	16 (12 @ table and 4 around the walls)	N/A	N/A	N/A	N/A	N/A

WE CAN ACCOMMODATE FOR THE FOLLOWING IN TRICENTENNIAL/ATRIUM ROOMS

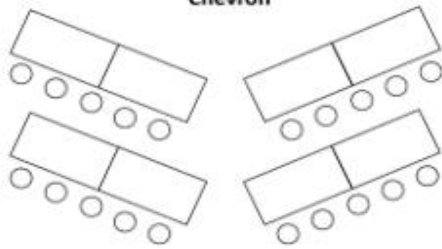
Lounge: 6 tables of 4 or 6 tables of 6

Open Square: 6 tables x 3 = 18

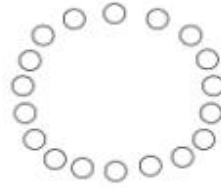
Open Rectangle: 12 tables x 3 = 36

Common Set-Up Types

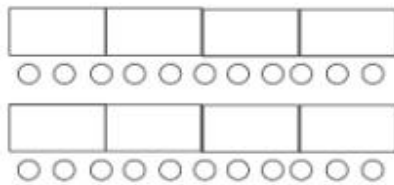
Chevron



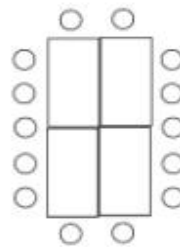
Circle of Chairs



Classroom



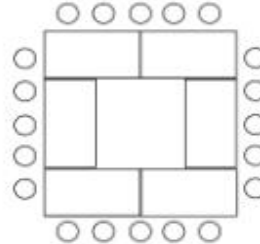
Conference



Lecture with Aisle



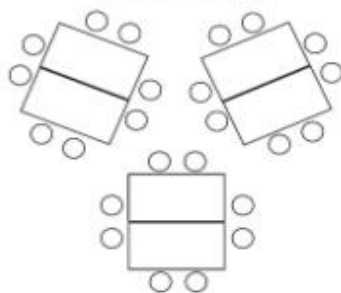
Open Square



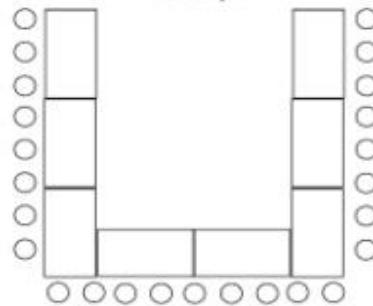
Semicircle of Chairs



Standard Lounge



U-Shape



ROOM RENTALS: The rental agreement must be signed and paid in advance to hold the reservation. All after-hours, weekends, and holidays include Tricentennial, Atrium and Atrium Room. The Delchamps Board Room and Guthans Room are not available after hours, weekends, and holidays.

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.

OPTIONAL ACCESSORIES: WiFi; all rooms, with the exception of Guthans, have built-in AV equipment and are included in the rental fee; touchscreen TV with a digital whiteboard in Tricentennial and Delchamps Board Rooms; Tricentennial Room also has several external whiteboards; Guthans Room has standard HDMI hookup. Coffee and water are available at no extra fee.

RENTAL OF TABLES: Bistro tables (5 total available), 8' tables (8 total available) and Square (2 total available) are \$20 each and include linens.

CUSTODIAL AND SECURITY: Evening and weekend rentals are subject to staff availability. There is a required fee of \$40/hr for each plus 2 hours of cleanup. (Example 4-hour event plus 2 hours cleanup = 6 total hours x \$80 for both Security and Custodian. Cost would be \$480.00.)

PARKING: We can request additional space if needed. We have overflow parking located directly behind the Chamber's back parking lot. Please provide 10 days' notice prior to your event.