



**MICHIGAN CHAMBER OF COMMERCE
ROOM RESERVATION POLICY**

Thank you for considering the use of the Michigan Chamber’s facilities to hold your next meeting. Please read the following guidelines and expectations prior to your group event.

Meeting Rooms

The following meeting spaces are available for rent at the Michigan Chamber:

Room	Theater Style	Classroom Style	Chevron Style	Hollow Square	U Shape	Banquet/ Dining Style
Seminar Room	120	55	56	40	34	66
Committee Room A	25	14	NA	12	NA	24
Committee Room B	25	14	NA	12	NA	24
A & B	60	28	27	30	25	48
Atrium	NA	NA	NA	NA	NA	48
All Areas & Legislative Fundraisers	Receptions can accommodate up to 200 people.					

Hours of Operation

The Michigan Chamber hosts events between 8:00 a.m. and 5:00 p.m. including set up and tear down. Ask to speak to our facilities manager if you require accommodations for early morning (before 8:00 a.m.) or after hours (after 5:00 p.m.) events. Additional charges will apply.

Parking

Complimentary parking for 55 cars is available in the Chamber’s main parking lot. Additional parking is available in the Chamber’s auxiliary parking lot (across the street at the northeast corner of Hillsdale and Walnut) and in two-hour parking spaces along Hillsdale.

Smoking

The Michigan Chamber is a smoke-free facility. Smoking is prohibited in all common areas, meeting rooms, offices, restrooms and main entrance. Smokers are directed to our patio area.

Alcohol Policy

Groups using the Michigan Chamber facilities and serving alcohol as part of their function are responsible for obtaining a liquor license in their name and providing the Michigan Chamber with a certificate of public liability insurance and liquor liability. Proof of insurance is required seven days prior to your event. Contact Lansing City Hall at 517-483-4131 for more information on acquiring a one-time event license.

Cancellations

A cancellation fee of \$50 will be charged to groups with cancellations less than 24 hours.

Damages

Groups renting the Chamber’s facility are fully responsible for any damages or alterations made to the facilities during the use of the meeting space.

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Meeting Room Pricing*

Room	Member Pricing	Non-Member Pricing
Seminar Room	\$150	\$200
Committee Room A	\$100	\$150
Committee Room B	\$100	\$150
A & B	\$150	\$200
Atrium	\$150	\$200
All Areas & Legislative Fundraisers	\$200	\$200

* Meeting rooms are rented by the day. Rates are subject to change.

**Kitchen and wet bar use will be charged for catered events over 40 people or if the function requires significant use of the kitchen/wet bar facilities.

Equipment

The Michigan Chamber facilities are equipped with audio-visual equipment to handle most meeting needs. Please ask if you require specific A/V components and we will be happy to rent it to you at our cost.

Audio Visual Pricing

Equipment	Pricing
Conference Phone	\$50
Easels/Flip Charts	\$50
Lavaliere Microphones (Seminar Room only)	\$50
Opaque Overhead Projector (Seminar Room only)	\$50
Overhead Projector	\$50
Table Microphones (Seminar Room only)	\$50
White Boards/Tack Boards	\$50
TV/DVD/VCR (Seminar Room only)	\$50
LCD Projector	Included
LTX Board/Interactive Whiteboard (Committee Room Only)	Included

Guarantee of Space & Equipment

The Michigan Chamber reserves the right to reserve space as it deems necessary but will work to accommodate the renting organization's requirements for space as requested. However, when essential to accommodate its own programs, the Michigan Chamber may reassign space while still meeting the needs of outside groups as much as possible.

The Michigan Chamber also makes no guarantee that the AV equipment reserved will function with outside equipment or that on-site technical assistance will be available. Groups should be prepared to handle their own AV needs as required.

Catering

The Michigan Chamber does not have a full-service kitchen available for the preparation of food, however, catering set-up space for your function is available. Please consider using one of the members on our catering list for your event.

RECOMMENDED CATERING LIST

Amy's Catering
517-374-9774

Campbell Catering, Inc.
517-321-3690

Art's Pizza & Italian Oven
517-627-4200

Country House Catering
517-349-9500