



9050 Las Tunas Drive, Temple City, CA 91780  
626.286.3101 info@templecitychamber.com

**Temple City Chamber of Commerce Conference Room**  
**Rental Contact and Policies**

The Temple City Chamber of Commerce would like to thank you for interest in using the Chamber's Conference Room for your upcoming meeting.

**Rental Policy**

There is a fee of \$35.00 for Chamber Members and \$50.00 for Non-Members to use the Conference Room and Equipment for a three (3) hour period. All rental fees must be submitted with signed Conference Room Contract to reserve the room.

**Hours of Rental Use**

- The conference room is available for rental from 10 a.m. – 12 noon & 1 p.m. -5 p.m. Monday thru Thursday
- The Chamber office is closed for lunch from 12 noon – 1 pm.
- Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by any outside vendor.
- The room must be vacated of all persons and belongings by the time specified on the Contract unless previous arrangements have been made.

**Group and Event Information**

Group Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Number of Persons Attending: \_\_\_\_\_

**Equipment Policy**

- Applicants are responsible for providing equipment needed in addition to the equipment mentioned above.
- The Conference Room is set up with a table and 14 chairs. Wi-Fi is available in the Conference Room.
- 42" Flat screen Television Monitor and Projector Screen may be used with prior approval.
- Applicants are responsible for repair of any damage incurred to the TCCC's equipment while in the group's use.
- Applicants may bring their own audio equipment or use outside vendor.
- If additional equipment is required, group is responsible for arranging rental of the equipment, set-up and dismantling. Delivery and pickup must be within the hours of the group's paid schedule.
- Drinking water is available. Applicants must bring their own beverage set up if they wish coffee/tea etc.

**Cancellations and Refunds**

Cancellations must be received at least 10 days prior to event for a refund to be issued. If cancellation is received less than 10 days prior to event there will be no refund issued.

