

# CTC Room

High-Tech Launch Pad for Ideas & Innovation



## ROOM FEATURES

- Size = 27' x 34'
- Capacity = 32 classroom-style with configurable tables and chairs
- 7" touch screen for AV controls, multiple inputs
- 60" smart HD TV with swivel arm
- Panasonic 1280 X 800 LCD projector
- Drop-down projection screen
- Built-in speaker system
- Mobile podium & laptop stand
- Mobile dry erase whiteboards
- Wireless internet access
- Power to each seat location (available upon request)
- State of the art video conferencing equipment including two cameras, microphones and speakers



## FOR RENTAL INFORMATION

Colleen Dols | (218) 822-7107 | [Colleen@BrainerdLakesChamber.com](mailto:Colleen@BrainerdLakesChamber.com)

# RiverWood Bank Room

Creative Think-Tank for Strategic Brilliance



## ROOM FEATURES

- Size = 14' x 22'
- Capacity = 12
- Large boardroom-style table with 12 adjustable cushioned chairs
- 65" smart HD TV, HDMI projection
- Oversized 70" whiteboard with markers
- Keurig coffeemaker (coffee not provided)
- Culligan water dispenser
- Large banquet-style counter space
- State of the art video-conference equipment including camera, microphone and speaker



## FOR RENTAL INFORMATION

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# MEETING ROOM RESERVATION CONTRACT



## CONTACT INFORMATION

Business or organization: \_\_\_\_\_

☐

Chamber or BLAEDC Member in good standing

☐

Community service organization

Contact name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose or title of event: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

Lead person on site during meeting: \_\_\_\_\_ Cell: \_\_\_\_\_

## SELECT YOUR ROOM & TIME *(Contract limited to two consecutive days)*

☐

CTC Room  
*(Capacity: 32)*

☐

RiverWood Bank Room  
*(Capacity: 12)*

☐

Single time use

☐

Recurring use (please specify): \_\_\_\_\_

*Contract limited to 12 recurrences*

Requested date(s): \_\_\_\_\_

Hours needed:

*(Must include set-up & take-down)*

Start Time

☐

AM

☐

PM

End Time

☐

AM

☐

PM

*Because the RiverWood Bank Room is located within the Chamber and BLAEDC office area, it is not available for use outside of normal business hours (8:00 AM - 4:30 PM).*

## OPTIONAL ADD-ONS *(Check all that apply)*

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Special Request for use of CTC Room outside normal business hours *(must be approved by Chamber Staff)*

☐

CTC Room power to each seat

☐

Flip chart

# MEETING ROOM RENTAL INFO & AGREEMENT

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## Appropriate Use

INITIAL

Rooms are available for most professional meetings, training events, receptions and retreats sponsored by businesses and community organizations. Rooms are not available for personal events such as birthdays, reunions, weddings, religious gatherings or other social parties. The Chamber also prohibits use of the room for political meetings, rallies, press conferences or other public events that may imply our sponsorship or support. We reserve the right to deny use of our meeting rooms for any reason, especially if we believe an organization's activities are objectionable.

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## Alcohol, Tobacco & Gambling

INITIAL

All alcohol, tobacco and gambling activities are prohibited in our meeting rooms. We have designated a smoking area on the west side of the building (facing Walgreen's). Excessive cigarette butts or other trash may incur a charge of \$50 for clean-up.

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## Event Marketing

INITIAL

All marketing and promotions of your event must reference the meeting rooms by their sponsored names, the "CTC Room" or "RiverWood Bank Room." Our address is 224 W. Washington St., Brainerd, MN.

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## Set-Up & Decorating

INITIAL

Hours for room set-up and take-down are counted when calculating your hours needed. If a room isn't reserved in advance, you may be able to access and prepare the room up to one day prior to your event. If you'd like to decorate the room, please check with staff in advance. We prohibit messy things like confetti and any affixed decorations that may cause damage to the ceilings or walls.

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## Catering

INITIAL

Catering should be arranged only with Chamber Member Caterers (<https://business.brainerdlakeschamber.com/list/category/catering-150>). We encourage you to avoid messy foods like spaghetti that might end up on the carpet. A small kitchen is available for limited use, but all leftovers and dirty dishes must be taken with you.

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## Technology

INITIAL

Each of our meeting rooms is equipped with high-speed wireless Internet access, other digital projection systems and video conferencing equipment. Our staff will train you on how to use the equipment, and basic user guides will be available for basic support. We strongly recommend that you test our AV system's compatibility with your devices well in advance of your event. If more advanced support or troubleshooting is needed, support may not be immediately available, or charges may apply. Charges for advanced assistance and support will carry a minimum \$50 fee from CTC.

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## Room Temperature

INITIAL

We want our rooms to be comfortable for your event. Our HVAC system is centrally operated with different office zones, so please see our staff if you would like a heating or cooling adjustment. Renters or guests are not permitted to adjust thermostat controls in the meeting rooms.

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## Parking

INITIAL

Convenient parking is available in the main lot on the south side of the building. Limited parking is also available on 3rd Street NW (near Walgreen's) as well as in a small dirt lot on James St. in the rear of the building. As a matter of courtesy, please avoid parking directly in front of our neighboring retailers. The Chamber is not responsible for vehicle damages or thefts while in the parking lots.

# MEETING ROOM RENTAL INFO & AGREEMENT

_____ INITIAL	<b>Liability &amp; Damages</b> As a user, you agree to assume primary liability for guest accidents on the premises as well as for damages to furniture, fixtures, technology, carpet, meeting rooms, or any other part of the building, related to your event. These damages may also include cleaning fees for extraordinary soiling or spills deemed to require professional services. You must ensure that you have appropriate insurance coverage before using the meeting rooms.
_____ INITIAL	<b>Fire &amp; Emergencies</b> Fire extinguishers are located in the CTC Room and lobby. In addition, an AED is located in the lobby. Telephones are available for the rooms upon request. In case of police, fire and medical emergencies, guests should first ensure their personal safety and then call 911. Our address is 224 W. Washington St., Brainerd, MN. The east CTC Room door, closest to Ace Hardware, is for emergency use only.
_____ INITIAL	<b>Security</b> In the interest of safety and security for our guests and employees, all electrical equipment must be turned off and exit doors securely locked before leaving the facility. As a renter, you agree to be responsible for any damages related to unsecured entryways. Staff are available to assist with instructions on how to secure the building after hours.
_____ INITIAL	<b>Cancellation and Non-Use</b> Room cancellations must be made at least one week in advance of the meeting date reserved in the signed contract.
_____ INITIAL	<b>Exit Checklist</b> Please complete our "Exit Checklist" before departing. Any uncompleted checklist items may incur a fee up to \$50.
	<b>Staff Contacts</b> • <b>Colleen Dols</b> , Brainerd Lakes Chamber   (218) 822-7107, Colleen@BrainerdLakesChamber.com

***As an authorized representative of my organization, I agree to abide by all room rental policies and pay all fees as detailed in this agreement.***

_____ Authorized Signer, Organization	_____ Date
_____ Staff Rep, Brainerd Lakes Chamber	_____ Date