

Classroom Rental Form

Half day rental (up to 4 hours)

Member Rate - \$65.00

Non-Member Rate - \$85.00

Full day rental (up to 8 hours)

Member Rate - \$100.00

Non-Member Rate - \$150.00

Coffee Service (includes regular coffee, decaffeinated coffee and tea)

\$2.00 per person

Please fill out and fax the following form to request a meeting room at the Board office. In return we will contact your office to confirm the availability within 24 hours of receipt.

Date of Request: _____

Company: _____

Contact Person: _____

Contact Phone: _____

Date Room Requested: _____ / _____ / _____

Time Requested: From _____:_____ To: _____:_____

Full Day Half Day

Anticipated Number of Attendees: _____

Equipment Rental (\$25.00 fee added to room rate)

LCD Projector

Table Set-Up Style (Included in room rate)

- Theater (maximum 50 people)
- Class Room (maximum 35 people)
- Board Room (maximum 25 people)

Coffee Service

Requested Declined

Please fax completed form to the Northwestern Vermont Board of REALTORS® at (802) 862-2306.

For more information, contact NVBR at (802) 862-6407.

Cancellations received less than one week in advance will be subject to full rental fee.