



Conference Room Request Form

Company Information

Name: _____
 Street: _____
 City/St: _____
 Zip: _____

Event Details

Date: _____
 Start Time: _____
 End Time: _____
 Type: ☐ Meeting
☐ Training
☐ Event

Non-Member Room Costs

M-F 8:00 am - 4:00 pm

Room Names	Half Day (0-4 Hours)	Full Day (4-8 Hours)
2A	\$125	\$250
2B	\$115	\$230
2A/B	\$150	\$300
2C	\$100	\$200
2D	\$100	\$200
2E	\$175	\$350
2F	\$150	\$300
2E/F	\$200	\$400
4A	\$200	\$400

Contact Information

Name: _____
 Title: _____
 Phone: _____
 Email: _____

Rental Details

Table Setup: _____
 No. of attendees: _____
 Requested Room: _____

Table Setup Examples:

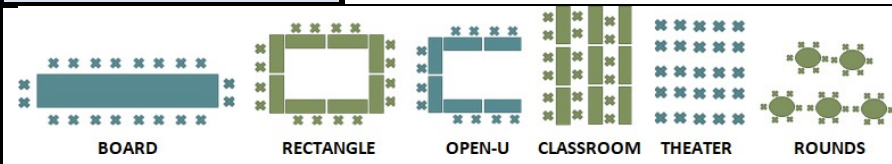


Table Setup Room Capacities

Set-up Types	2A	2B	2A/B	2C	2D	2E	2F	2E/F	4A
Board									40
Rectangle	16	8	24			32	28	44	
Open-U	12		20			24	22	30	
Classroom	18		26			40	24	64	
Theater	25		35			72	49	126	
Rounds				5	5	54	36	114	

Room Extras

(Subject to availability)

	Qty
<input type="checkbox"/> Additional Tables	
<input type="checkbox"/> Conference Phone	
<input type="checkbox"/> Easel(s)	
<input type="checkbox"/> Handheld Microphone	
<input type="checkbox"/> Podium	
<input type="checkbox"/> Podium Microphone	
<input type="checkbox"/> Screen/HDMI	
<input type="checkbox"/> Videoconferencing Owl*	
<input type="checkbox"/> White Board/Markers	

*\$25 Additional Fee

Extra Notes for Reservation:

Complete form and send to:

info@lancasterchamber.com or 115 E King St, Lancaster, PA 17602 Attn: Meeting Room Coordinator

Thank you for your interest in the Truist Business Center Meeting Space!
Please contact the Meeting Room Coordinator at 717-397-3531 with any questions

For Office Use Only

Submission Date: _____

Payment Received: _____

Code: _____ Confirmation Received: _____

Ref. No. _____