

Event Space Rental Guide

The Greater Akron Chamber Event Space features conference space for our Business Plus, Investor, and Chair's Circle members to use for meetings, trainings, and events during business hours*. With movable tables and chairs, along with the latest technology, our space can be set to meet your needs. Depending on set up, the room can accommodate groups sizes of 10-80 attendees. Our fees include use of the room, use of tables and chairs, complimentary coffee, filtered water, and built in AV.

**Monday through Friday from 9:00am – 5:00pm*

Furnishings and Features

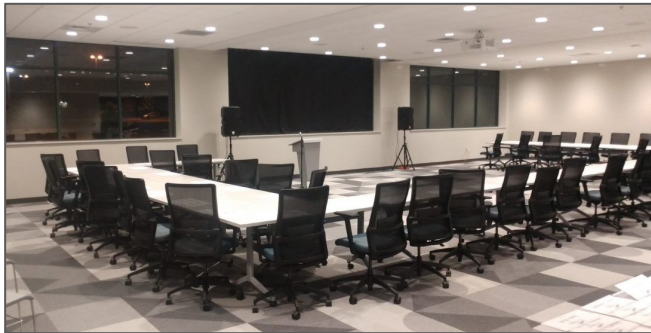
- Flip-top tables on wheels (6'x2')
- Novo High-back chairs with arms on wheels
- Stationary chairs with no arms
- Whiteboard wall space
- Movable podium
- Kitchenette area featuring a large island, sink, dishwasher, beverage refrigerator, filtered water, ice maker, coffee maker, glasses, and mugs

Technology

- Access to guest Wi-Fi
- Built-in sound system with concealed speakers
- Ceiling-mounted projector & screen
- Confidence monitors in kitchenette area for the presenter to view
- Two Meeting Owl Pro devices for hybrid meetings (360-degree camera with mic & speaker)
- Wireless presentation technology
- Wireless hand-held microphones with tabletop or floor stands (2)
- Lavalier microphones (2)

Set- Up Options

U-shape
Seats 30-40
with tables



Small Groups
Seats 20-35
with tables



Large Square
Seats 20-30
with tables



Classroom/
Auditorium
Seats up to 85,
no tables



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Rental Costs

Half-Day Rental: \$150

Full-Day Rental: \$300

Member Benefits

- Investor Members may use the Event Space for two (2) half-days per calendar year, included as part of their membership.
- Chair's Circle Members may use the Event Space for four (4) half-days per calendar year, included as part of their membership.

Event Space Request

- To request use of the space, please complete the electronic Event Space Request linked below or on our website.
- Once the form is completed, if use of the space is approved/available, you will be sent a calendar invite as confirmation of your reservation, the details provided, and to notify the person who does our billing.

Reservation Requirements

- Reservations can be made up to 90 days in advance. If you'd like to reserve a date beyond that there is a \$150/day additional fee.
- To hold your date, a deposit of at least 50% of the total rental is due. Any remaining balance is due no later than one business day prior to your event date.

Food & Beverage

- Complimentary coffee & filtered water is available while using the space
- We are happy to provide a list of preferred caterers who are familiar with our space; however, you may choose from the list or use another caterer of your choice.



Event Space inquiries & questions?

Contact **Sarah Eaton**

seaton@greaterakronchamber.org

330.237.1236

Submit an Event Space Request at
bit.ly/requestgac