



The Eau Claire Area Chamber of Commerce has one conference room located at 101 N. Farwell Street in Eau Claire. The conference room is available from 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 – 12:30 p.m. on Friday.

WNB Financial Conference Room

- Accommodates up to 40 people
- Equipped with a TV screen and outlets
- Counter for beverages/food
- WiFi available

Prices to use the conference room is as follows:

- Up to two hours of use in a day – FREE
- Two to four hours of use in a day - \$50
- More than four hours per day - \$100
- Coffee, Sugar Creamer - \$10 per pot (12 cups per pot)
- Soda - \$1.00 per can
- Water (either in dispenser or pitchers) - FREE
- Napkins, paper plates, plastic utensils - \$5

Please reserve the conference space by completing the form on the reverse side.

Organization Name: _____

Contact: _____ Email: _____

Phone: _____

Dates Needed: _____ Times Needed: _____ AM/PM to _____ AM/PM

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Number of people in attendance: _____

The following will be needed:

☐ WiFi

☐ Coffee, Sugar Creamer (Number of pots ____)

☐ Soda (Number of cans ____)

☐ Napkins, paper plates and plastic utensils

The undersigned certifies that the use of the Eau Claire Chamber of Commerce conference room is voluntary, that the undersigned personally has inspected the conference room, and assumes all risks to persons or property, including theft, that may be sustained in or about the conference room in connection with its use. In consideration of use of the conference room, the undersigned and the undersigned's successors and assigns, agree to release, discharge, defend, indemnify, and otherwise hold harmless, the Eau Claire Area Chamber of Commerce, its officials, agents and employees, from any and all claims and causes of action, including those for injury to any person, property or theft of property, that may arise in or about the conference room in connection with its use, regardless of whether such claims or causes of action are due to negligence or any other fault. Such claims or causes of action also include damages, penalties, charges, expensed, and reasonable attorneys' fees. The undersigned certifies that he/she is at least eighteen years of age, and has read and understands the terms and conditions of the foregoing application and release. If this application and release is made on behalf of an organization or a group, the undersigned certifies that he/she is authorized to sign this application and release on behalf of the organization or group, and assume financial responsibility for the rental and/or damages to the building and conference room.

Signature: _____

Date: _____