



# Your Business & Community CONNECTION CENTER *Menu*

MEETING SPACE

CONFERENCE ROOMS

BUSINESS CENTER

QUICK CONNECT

**“Oh, The Places Your  
Business Will Go...  
When You Partner With  
Your Chamber!”**

14583 Orchard Parkway, Suite 300  
Westminster, CO 80023  
303.288.1000  
303.227.1050 (fax)  
[www.MetroNorthChamber.com](http://www.MetroNorthChamber.com)

**Health  
ONE** North Suburban  
Medical Center  
*Trusted Care, Close to Home.*

**PINNACOL**  
ASSURANCE  
*Colorado's choice for workers' compensation*

**SUNCOR**  
ENERGY

**UNITED  
POWER**  
*Your Touchstone Energy® Cooperative*

## Connect...

Whether you are looking for a place to host your next meeting, training, or business function...

Or are simply in need of a place to meet with a business prospect, to run a few copies or access your e-mail...

Look no further than **Your Metro North Chamber Connection Center**.

**Your Connection Center** is conveniently located and easy to access in the heart of a bustling retail shopping center filled with an array of amenities. With everything from free parking, state-of-the-art meeting tools and catering options, **Your Connection Center** provides a sophisticated, yet friendly and comfortable environment for business to occur. Contact **Your Chamber** today to reserve your space!

## Basics...

### MEETING SPACE

**PINNACOL**  
ASSURANCE

Colorado's choice for workers' compensation

#### EXECUTIVE BOARD ROOM

The **Pinnacol Assurance Executive Board Room** comfortably seats 12. Complete with an LED screen, digital presentation capabilities and phone conferencing, the space offers the ultimate in prestigious, professional, private meeting space.

**\$10 per hour/ \$60 all day**

\$20 per hour/ \$120 all day (non-members)

### BUSINESS CENTER

#### BUSINESS RESOURCE CENTER

The **Business Resource Center** offers all the basic amenities of an office space away from your own... complete with computer access, a printer and telephone. Need space in a hurry? Call anytime to see if this space is available!

**\$15 per hour**

\$30 per hour (non-members)

### CONFERENCE ROOMS

**SUNCOR**  
ENERGY

**UNITED  
POWER**  
Your Touchstone Energy® Cooperative

#### CONFERENCE & TRAINING ROOMS

Both the **Suncor and United Power Conference & Training Rooms** each comfortably seat 35.

Independently, each room offers access to state-of-the-art LED screen, digital presentation capabilities, surround sound and white boards. Combined, the space seats 60-70.

**\$25 per hour/ \$150 all day per room**

\$50 per hour/ \$300 all day per room (non-members)

**\$35 per hour/ \$210 all day both rooms**

\$70 per hour/ \$420 all day both rooms (non-members)

### QUICK CONNECT

**Health  
ONE** **North Suburban  
Medical Center**  
Trusted Care, Close to Home.

#### RECEPTION AREA

The **North Suburban Reception Area** offers a modern, friendly space with 'Café Style' seating. Stop by anytime and connect to our high-speed wireless Internet or connect with business associates and clients.

**FREE for Members**

\$10 per hour (non-members)



303.288.1000

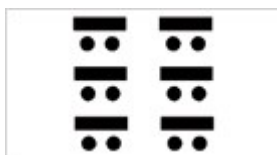
[www.MetroNorthChamber.com](http://www.MetroNorthChamber.com)

Convenient.  
Affordable.  
Smart.

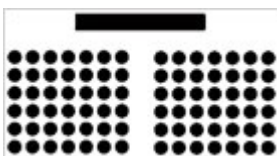
## Set-Up...

### OPTIONS FOR SUNCOR/UNITED POWER CONFERENCE ROOMS

**Classroom Style** - Classroom layout includes rows of tables and chairs which incorporates an aisle for people to access the seats.



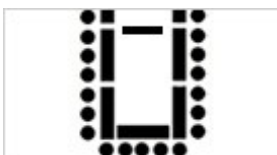
**Theatre Style** - This plan lines up rows of chairs and space aisles depending on the total seating needed. This plan allows for the maximum number of seats.



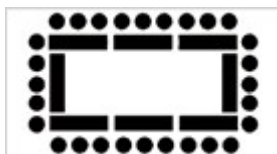
**Board Room Style** - A boardroom floor plan structures the room with all attendees sitting around a closed table environment. Boardroom set-up is structured for attendees to have close interaction.



**U-Shape Style** - U-shaped floor plans layout tables and seating to form a "U" toward the front of the room where the speaker will lead a discussion. Many trainers rely on a U-shaped floor plan when planning interactive presentations as the speaker can exchange ideas with the attendees.



**Hollow Square Style** - The hollow square layout is similar to the u-shape floor plan but simply closes off the fourth side to form a closed square or rectangle. It also has an open space in the middle of the table.



Room set-up preference must be indicated on the SPACE USAGE REQUEST FORM. Layout changes must be made at least 24 hours in advance.

## Business Services...

<b>Audio Visual Package for Rooms*</b>	<b>\$100</b>
<small>*Includes Microphone, Television, DVD Player &amp; Projection</small>	
<b>Copies</b>	<b>\$150 (non-members)</b>
	<b>\$0.25 per sheet</b>
	\$0.35 per sheet (non-members)
<b>Color Copies</b>	<b>\$0.35 per sheet</b>
	\$0.45 per sheet (non-members)
<b>Fax Local</b>	<b>\$0.99 per sheet</b>
	\$1.49 per sheet (non-members)
<b>Fax Long-Distance</b>	<b>\$1.99 per sheet</b>
	\$2.49 per sheet (non-members)
<b>Fax International</b>	<b>ask for quote</b>
<b>Internet Access</b>	<b>FREE</b>

## Catering...

### ALWAYS CHOOSE CHAMBER

Your Connection Center is proud to offer catering services including breakfast, lunch and snacks from an array of Chamber Member businesses. For a list of approved Member Caterers and their menus please visit our website at [www.MetroNorthChamber.com/ConnectionCenter](http://www.MetroNorthChamber.com/ConnectionCenter).

Coffee is provided by Your Chamber for just \$1.00 p/p.

## Additional Perks...

### MARKETING SERVICES

The following perks are available for meetings and events held at **Your Connection Center** (upon approval from Your Chamber's Marketing Department):

- Event posting on Your Chamber Website.
- Event listing in **Your Weekly Chamber Connector**.
- Event listed in The Orchard Town Center's Event Calendar (for community events upon approval).

## Availability...

8:30 AM - 5:00 PM, Monday - Friday  
Full Day = 8 hours, 8:30 AM - 5:00 PM



303.288.1000  
[www.MetroNorthChamber.com](http://www.MetroNorthChamber.com)



# MNCC Business & Community Connection Center Rental Agreement

Organization \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

## SPACE DETAILS: (Please mark all that apply)

Requested Space(s): \_\_\_\_\_ Pinnacol Assurance Executive Board Room \_\_\_\_\_ Business Resource Center  
\$10 per hour or \$60 all day/\$20 per or \$120 all day (non-members) \$15 per hour/\$30 per hour (non-member)  
\_\_\_\_\_ Suncor Conference Room \_\_\_\_\_ United Power Conference Room  
\$25 per hour or \$150 all day/\$50 per hour or \$300 all day (non-members)  
\_\_\_\_\_ Combined Suncor/United Power Conference Rooms  
\$35 per hour or \$210 all day/\$70 per hour or \$420 all day (non-members)

*The North Suburban Reception Area is available anytime during regular business hours for visits.*

Request Date(s): \_\_\_\_\_ Time(s) \_\_\_\_\_

Purpose: \_\_\_\_\_

Estimated number of Attendees \_\_\_\_\_

Room Set Up: (Please select one)

\_\_\_\_\_ Classroom Style \_\_\_\_\_ Theatre Style \_\_\_\_\_ Board Room Style \_\_\_\_\_ U-Shape Style \_\_\_\_\_ Hollow Square Style

## AUDIO/VISUAL: (Please mark what you need Your Chamber to provide)

\_\_\_\_\_ Microphone \_\_\_\_\_ Television \_\_\_\_\_ DVD Player \_\_\_\_\_ Power Point Access  
\$100 package/\$150 (non-members)

Please note that you will need to provide your own dry erase markers and laptop.

## CATERING:

Food will be served: \_\_\_\_\_ YES \_\_\_\_\_ NO Name of Chamber Member Caterer: \_\_\_\_\_

Will need coffee provided: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ # of People \$1.00 per person

## TERMS OF USE:

*Rentals will be confirmed upon receipt of this Agreement, the Facility Use Request Form and full payment. Usage shall be as specified on the Facility Use Request Form. Renter may bring food into the facility as long as the business is a Chamber member (a list can be provided by Chamber). Renter and Metro North Chamber will inspect premises upon arrival. Renter will leave the facility in the same condition (configuration and cleanliness) they found it. Renter may not tack or nail anything anywhere in the facility, tape is not acceptable. Renter is responsible for any loss or damage to the facility. Renter agrees to indemnify and hold harmless Metro North Chamber, its employees, directors and officers, and the building landlord and its employees from any and all claims arising from the use of this facility. Failure to comply with these terms of use or any part of this Agreement may result in subsequent loss of use of the facility at the discretion of the Metro North Chamber Board of Directors. Full payment is due at booking. **Renter may cancel this Agreement and receive 50% refund if cancellation occurs no later than 5 business days prior to the contracted use date. Cancellation that occurs less than 5 business days from use date will result in forfeiture of the rental fee.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Method of Payment: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_