



# ABC-VA ROOM RENTAL FORM

Hampton Roads Training Facility

530 Independence Parkway, Suite 500, Chesapeake, VA 23320

jamie@abcva.org // 757-855-8220

## PRICING

### HALF DAY

Members \$250

Non-Members \$375

### FULL DAY

Members \$450

Non-Members \$575

### SATURDAY

Same pricing with  
\$45 cleaning fee



**Classrooms seat 32 people / Conference room seats 40 people**

*Two classrooms can be combined to seat 64 people:*

Additional fee for half day rental: \$125/members; \$185/non-members

Additional fee for full day rental: \$225/members; \$284/non-members

Includes WiFi at no additional charge. Room rental fees include usage of Smart TVs, whiteboards, and flip chart. Please notify us at least 48 hours in advance if any of these items are needed.

There are on-site vending machines, as well as a water fountain with bottle-filling station.

If you will be providing your own sodas and bottled water and need storage for these items, you must notify us at least 48 hours in advance.

Event Name/Reason for Rental: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

Number of attendees: \_\_\_\_\_

☐ Full Day Rental

☐ Half Day Rental

☐ Weekend Rental (add \$45 cleaning fee)

Notes to Staff \_\_\_\_\_

Checks can be made payable to ABC-VA or credit card payments are accepted (Visa, MC, AMEX).

## RETURN FORM/QUESTIONS

Jamie Carrow, ABC-VA Member Services & Education Director

jamie@abcva.org // 757-855-8220