

Facility Use Request Form

CORPORATE PARTNERS

Altek Electronics, Inc.
AssuredPartners Northeast
AT&T
BantamWesson
BD
Borghesi Building &
Engineering Co., Inc.
Brooks, Todd & McNeil
Insurance
Charlotte Hungerford
Hospital
Conquest
Daley Moving & Storage
Dymax Corporation
Eastside Electric, Inc.
Ebner Camps, Inc.
FM 97.3 WZBG
Fuel Cell Energy
Howmet Aerospace
M&T Bank
National Iron Bank
Northwest Community Bank
Nuvance Health
Sharon Hospital
O&G Industries, Inc.
Register Citizen
Republican-American
Thomaston Savings Bank
Torrington Savings Bank
Union Savings Bank

Company Name: _____
Contact Person: _____
Address: _____
Phone: _____ **Fax:** _____
Email: _____

Member Room Rates: 8 am – 5 pm, \$35 for the 1st hour, \$20 per hour thereafter
5 pm – 10 pm, \$45 for the 1st hour, \$35 per hour thereafter

Non Member Room Rates: 8 am – 5 pm, \$80 for the 1st hour, \$55 per hour thereafter
5 pm – 10 pm, \$125 for the 1st hour, \$100 per hour thereafter

*After hours (5 pm – 10 pm) rates also apply to weekend use.
Corporate Partners of the Chamber may utilize the conference rooms at no charge.
Premier Members of the Chamber may utilize the conference rooms at half price.*

Room Requested: ☐ Conference Room (Seats up to 28)
☐ Library (Small meeting room – seats up to 6)
☐ Reception (Small meeting space – seats up to 8)

Room Arrangement – Conference Room only (please check one):

☐ Conference Style (Rectangle, seats 28) ☐ Classroom (seats 20-25)
☐ Other (please specify) _____

Date(s) room will be needed: _____

Time(s) including setup & cleanup: _____

Audio/Visual Equipment Requested – will be determined by availability (please check all that apply):

Library: ☐ Whiteboard/Projector
Conference Room: ☐ Whiteboard ☐ Projector ☐ TV
All Rooms: ☐ Flip chart

Meeting Description: _____

Number of Attendees Expected: _____

*NOTE: If your request is cancelled or rescheduled, please call the Chamber as soon as possible.
If any damage occurs to the room, equipment or kitchen, the party that reserved the room will pay to fix or replace damaged property.*

Signature: _____ **Date:** _____

PREMIER MEMBERS

Brandywine Living at Litchfield ▪ Commercial Sewing, Inc. ▪ Cook Funeral Home
Eversource Energy ▪ Keystone Place at Newbury Brook ▪ Seitz LLC ▪ Senior Advocate Services
T&M Building Company, Inc. and Torrington Downtown Partners ▪ UCE Fine Builders ▪ Webster Bank