

Facility Use Request Form

CORPORATE PARTNERS

- Altek Electronics, Inc.
- AssuredPartners Northeast
- AT&T
- BD
- Borghesi Building & Engineering Co., Inc.
- Brooks, Todd & McNeil Insurance
- Hartford HealthCare 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
- Valiant Energy Solutions

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Member Room Rates: 8 am – 5 pm, \$40 for the 1st hour, \$25 per hour thereafter
5 pm – 10 pm, \$50 for the 1st hour, \$40 per hour thereafter

Non Member Room Rates: 8 am – 5 pm, \$85 for the 1st hour, \$60 per hour thereafter
5 pm – 10 pm, \$130 for the 1st hour, \$105 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*