

# MEETING ROOM RESERVATION INFORMATION

## PRICING AND POLICIES

	Non-Member Rate	Member Rate
<b>Capital One Board Room</b>	Half Day: \$400 Full Day:\$750	Half Day: \$200 Full Day:\$375
<b>Baker Tilly Conference Room</b>	Half Day \$600 Full Day \$950	Half Day: \$300 Full Day:\$450
<b>Baker Tilly Conference Room and Capital One Board Room</b>	Half Day \$850 Full Day \$1,600	Half Day: \$425 Full Day:\$800

Half day reservation consists of 4 hours of conference space use for set up, event and break down.  
Full day reservation consists of 8 hours of conference space use for set up, event and break down.

	Dimensions	Theater	Classroom	U-Shape	Hollow Square	Board Room
Baker Tilly Conference Room	34'-9" x 33'-6" 1,140 SF	80 Maximum	24 Maximum	24 Maximum	32 Maximum	N/A
Capital One Board Room	19'-6" x 31'-6" 608 SF	30 Maximum	24 Maximum	16 Maximum	N/A	16 Maximum
Conference & Board Rooms Combined	54'-3" x 31'-6" 1,748 SF	110 Maximum	42 Maximum	36 Maximum	44 Maximum	N/A

- Conference room and pre- and/or post-event networking space is available.
- Conference room use is available Monday through Friday between 7:00am and 7:00pm (non-business hours by exception).
- Payment in full is required at the time of reservation. All cancellations must be made 72 hours prior for a full refund.
- Conference room reservation benefits include:
  - Access to pre- and/or post-event networking and food service space
  - Access to catering kitchen (includes sink, coffee maker, ice maker and refrigerator)
  - Free covered garage parking for all guests
  - Complimentary WiFi access
  - Use of AV equipment
  - LCD projector
  - Screen(s)
  - Podium
  - Sound system

**TO VIEW PICTURES OF THE SPACE, [CLICK HERE](#)**

## SPONSORS



**TO INQUIRE ABOUT CONFERENCE ROOM AVAILABILITY AND TERMS OF USE PLEASE CONTACT:  
TED SHAFFER AT TSHAFFER@NOVACHAMBER.ORG OR CALL 703.752.7515**