



Room Rental Request Form & Rental Agreement

Daytona Regional Chamber of Commerce
126 E. Orange Avenue Daytona Beach, FL 32114

Available Rooms & Pricing

Rooms	Capacity				
	Board	Open U	Rectangle	Classroom	Theater
Brown and Brown Business Center (1 st Floor Rooms)					
Atlantic / Beach	20	30	20	25	50
Atlantic	12	20	14	15	26
Beach	14	-	12	10	18
Coastal	14	14	16	16	35
2 nd Floor Rooms Preset Style / Non-moveable					
Halifax Health Board Room	30 - 42	-	-	-	-
Advent Health Executive Suite	6	-	-	-	-
Bomar Construction Riverside Room	8	-	-	-	-

- Brown & Brown Business Center tables are 8' and chairs are padded / rolling.
- Halifax Health Boardroom table is fixed with executive-style chairs and bench seating.
- AdventHealth Executive Suite conference table is fixed with executive-style chairs.

	Weekdays 8:30 am – 4:30pm				Evenings 5:00pm – 10:00pm Weekends 9:00am – 9:00pm	
	Member		Non-Member		Members Only	
	≤ 4 Hours	4 - 8 Hours	≤ 4 Hours	4 - 8 Hours	≤ 4 Hours	4 - 8 Hours
Brown & Brown Business Center						
Atlantic / Beach	\$ 69	\$ 129	\$ 129	\$ 199	\$ 139	\$ 249
Atlantic	\$ 49	\$ 99	\$ 99	\$ 149	\$ 98	\$ 189
Beach	\$ 49	\$ 99	\$ 99	\$ 149	\$ 98	\$ 189
Coastal	\$ 39	\$ 89	\$ 89	\$ 139	\$ 79	\$ 169
2 nd Floor Rooms						
Halifax Health Board Room	\$ 99	\$ 159	-	-	-	-
Advent Health Executive Suite	\$ 79	\$ 139	-	-	-	-
Bomar Construction Riverside Room	\$ 59	\$ 119	-	-	-	-

Foundation Risk Partners Riverfront 2nd Floor Balcony available with Board Room rental only.
Pricing is subject to change without notice. Reservations must be made in advance to ensure space. Evening and weekend hours are available for members only.

Rental Options

Coffee Service Option - \$10 a pot (serves 8) Number of servings requested: _____

If food and beverages will be delivered, please list Caterer/Provider, service time schedule, set-up service, and clean up:

Audio/Visual Option: ☐ Yes, AV set-up needed (includes use of TV and in-room electronic equipment) ☐ No, AV

The undersigned shall represent the company renting the space and shall be responsible for payment and proper, safe use of all building equipment, clean-up and restoration of tables/chairs as rented. It is understood that additional fees may apply for any missing or damaged items and/or clean up.

Signature: _____

Date: _____

Print Name: _____

DRC Approved : _____



Reservations

Reservations are required to be made a minimum of 48 hours in advance. All space is available on a first-come, first-served basis from 8:30am – 4:30pm Monday through Friday. Limited evening and weekend usage is also available in the Brown & Brown Business Center for DRCC members. Rental minimums include ½ day and full day usage. Reserved meeting areas are located on both 1st and 2nd floors of the building. Priority will be given to Daytona Regional Chamber members. Non-Member pricing and use is not available for meeting spaces located on the 2nd floor.

Cancellation

Cancellations must be made at least 48 hours prior to the meeting date; otherwise, rental fees will not be refunded.

Deposit

To hold your date(s) a deposit of 50% of the total rental is required. Any remaining balance is due no later than one business day prior to your meeting date. Due to the popularity of this facility, failure to cancel a scheduled booking will result in a no-show charge.

Catering

Outside catering is permitted for rentals. If utilizing a caterer, please note who your caterer will be and a general description of the food service to be provided for your meeting. Caterers are responsible for the set-up and clean-up of your event. If they are unable to do so the responsibility falls upon the Renter. Clean-up fees may apply.

The Renter is responsible for providing all necessary utensils, plates, cups, napkins, and other disposable serving products for the catered event. Kitchen facilities and supplies are not available for rentals. However, caterers may use the on-site kitchen for assembly and setting up items.

A small refrigerator is available in the James Moore Reception area of the Brown & Brown Business Center and the Halifax Health Board Room for small temporary food/beverage storage refrigerators, included in the room rental.

Set Up

Renters have 30 minutes prior to the meeting time to set up and 30 minutes following for clean up at no charge. All meeting space must be returned to its original configuration after use. Facility damages will be the responsibility of and invoiced to the user.

Chamber Staff Support

The Daytona Regional Chamber provides basic staff support for facility assistance. Prior arrangements with staff must be made in advance to ensure specific needs.

Rental Agreement

The undersigned agrees to the terms and required conditions for use and accepts responsibility for the required payment in full:

Preferred Meeting Space: _____ Guest Count: _____

Preferred Set-Up(select one): ☐ Classroom ☐ Board ☐ Open U ☐ Rectangle ☐ Theater ☐ Other

Meeting Date(s): _____ Start Time: _____ End Time: _____

***Please note that our standard office hours are 8:30am - 4:30pm Monday - Friday.** Requests for events that begin before or conclude after these hours are subject to approval and require prior discussion and approval by Chamber Staff.

Renter Information

Purchaser Name: _____ Company Name: _____

Purchaser Email: _____ Purchaser Phone: _____

Advance Deposit Paid: _____ Date Received: _____ DRC Approved: _____

*Please return completed forms to Joshua Caudill, Programs Director at joshua@daytonachamber.com.

Brown & Brown Business Center



Classroom 25

Theater 50

Atlantic Beach

Open U 20

Board 20



Brown & Brown Business Center



Classroom 12



Theater 26

Atlantic

Open U 20

Board 12

Rectangle 14



Brown & Brown Business Center



Classroom 10

Theater 18

Beach

Board 14

Open U 8

Rectangle 16



Brown & Brown Business Center



Classroom 16

Theater 35

Coastal

Open U 14

Board 14

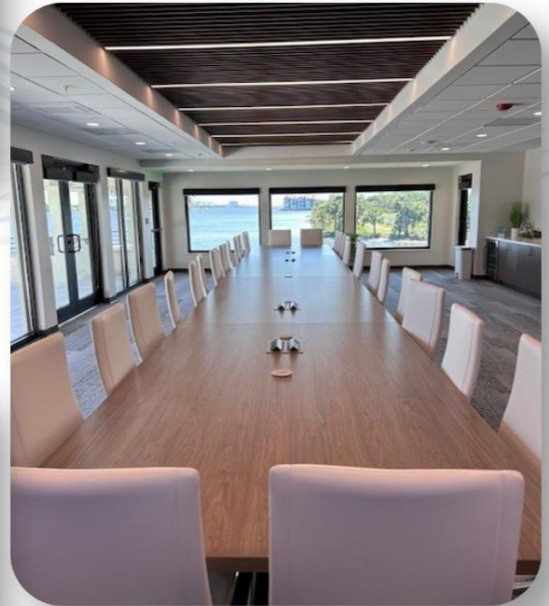
Rectangle 16



Halifax Health Board Room



Capacity
30- 42



Bomar Construction Riverside Room



Capacity
6