

North Dallas Chamber of Commerce

Conference Room Rental Policy

5710 LBJ Freeway, Suite 100, Dallas, TX 75240 | ndcc.org

Booking a reservation

To check availability and reserve the conference room, contact:

Jennifer Colatruglio, Director of Revenue Operations

jcolatruglio@ndcc.org

Availability is based on the Chamber event calendar & staffing.

It is not guaranteed until confirmed.

- Payment is due in full one week before your reservation date.
 - If payment is not received one week before the reservation date, NDCC reserves the right to cancel the reservation. Staff will make reasonable efforts to contact the renter before canceling.
- Rentals are available Monday through Friday, 8 AM to 5 PM.
- **You must be a current NDCC member to rent the conference room.**
- Proof of insurance may be requested prior to your event.

Timing your reservation

Your rental window covers everything: arrival, setup, the event itself, and cleanup. Book accordingly.

Example: If your event runs noon to 1 PM, book 11:15 AM to 1:45 PM to allow time for setup and cleanup.

- Do not arrive before your reserved start time. Staff is frequently offsite and may not be available to let you in.
- Do not stay past your reserved end time. Staff has offsite obligations and cannot accommodate overages.

Rates

Option	Duration	Rate
Half day	Up to 4 hours	\$600
Full day	Up to 8 hours	\$1,200

Cancellations are eligible for a full refund with 48 hour notice. Contact Jennifer as soon as possible if your plans change.

The Space

- Capacity: 70 seated. Standing capacity is larger; contact us for details.
- Furniture: 70 chairs and 29 tables, available for use.
- Setup: You choose the room configuration. Set up and breakdown are your responsibility.
- Parking: Use the regular Chamber parking spots at the building. Map available upon request.
- Staff will be present throughout the rental.

Audio/visual

The room includes three TVs with HDMI connectivity.

- All three screens can mirror a single device, or each can display independently.
- Bring your own standard HDMI cable (include adapter if using Mac). Cables are not provided.
- No additional AV equipment is provided. Renters are responsible for their own tech needs.
- NDCC staff does not provide on-site technical support.

Catering and food service

External catering is welcome. Need a recommendation? Check our NDCC member [caterers](#) and [restaurants](#).

- Renters are responsible for all food service supplies: plates, cups, utensils, napkins, ice, beverages, and anything else needed.

- Chamber kitchen equipment and supplies are off limits.
- No office supplies or copies are provided.

Alcohol

- Alcohol is permitted at renter events.
- Red wine is not permitted in the conference room.
- All events serving alcohol must use TABC-licensed servers, and it is the renter's responsibility to arrange.
- The renter assumes full responsibility and liability for the service and consumption of alcohol during the event.

Cleanup and Damage

- The renter is responsible for full cleanup before leaving. The room must be returned to its original condition.
- The renter is financially responsible for any damage to the room, furniture, equipment, or building during the rental period.

Questions? Contact Jennifer Colatruglio at jcolatruglio@ndcc.org.