



## Coral Gables Chamber of Commerce EVENT RESERVATION FORM

\*To reserve your space, please complete this form and fax it to  
305-446-9900 at least 72 hours prior to the event.

✓	Event	Event Date	Early Member Price	Late Member Price	Non Member Price	# of Guests	Total
<input type="checkbox"/>	Wind-Down Wednesday	___/___/___	\$20.00	\$25.00	\$25.00	_____	\$ _____
<input type="checkbox"/>	Trustee Reception <i>(For Trustees Only)</i>	___/___/___	Complimentary			_____	\$ _____
<input type="checkbox"/>	GMCG Breakfast	___/___/___	\$20.00	\$25.00	\$35.00	_____	\$ _____
<input type="checkbox"/>	Trustee Luncheon <i>(For Trustees Only)</i>	___/___/___	\$45.00	\$55.00	\$55.00	_____	\$ _____
<input type="checkbox"/>	Women's Business Network Luncheon	___/___/___	\$35.00 <i>(includes valet)</i>	\$45.00	\$45.00	_____	\$ _____
<input type="checkbox"/>	Be Smart – Go Green Breakfast	___/___/___	\$20.00	\$30.00	\$30.00	_____	\$ _____
<input type="checkbox"/>	“ _____ ”	___/___/___	\$ _____	\$ _____	\$ _____	_____	\$ _____
<input type="checkbox"/>	“ _____ ”	___/___/___	\$ _____	\$ _____	\$ _____	_____	\$ _____
<input type="checkbox"/>	“ _____ ”	___/___/___	\$ _____	\$ _____	\$ _____	_____	\$ _____
<b>TOTAL AMOUNT:</b>							\$ _____

<b>Name of Guests Attending:</b>

**Contact Information**

**Contact Name:** \_\_\_\_\_ **Phone Number:** (    ) \_\_\_\_\_  
**Company:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_  
**Suite/Floor:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Billing Information**

**Credit Card Type:**       Visa       Master Card       American Express       Discover

<b>Credit Card #:</b> _____	<b>Exp. Date:</b> _____	_____
<b>Cardholder's Name:</b> _____	<b>Security Code:</b> _____	_____
<b>Authorized Signature:</b> _____	<b>Date:</b> _____	

**Check Policy: No personal checks are accepted. Your company's business checks with proper identification (photo ID or business card) are permitted.**

Check – I will bring a check to the event. If I do not cancel within 72 hours prior to the event, I understand that I will be sent an invoice and will be responsible to pay for the event. Please see reverse side for the RSVP Policies and procedures.

## Coral Gables Chamber of Commerce

### Event RSVP Policies and Procedures

1. **EARLY REGISTRATION:** Members must prepay when they RSVP (no later than 72 hours prior to the event) to receive the early registration rate.
2. **LATE REGISTRATION:** Individuals who are still interested in attending after the deadline are welcome. Those with RSVPs will have priority seating and all others will be seated on a first come, first serve basis at a late registration fee rate. Please be advised that early registration is strongly recommended for all events as space is limited.
3. **CANCELLATION:** Cancellations must be made 72 hours prior to the event to receive a full credit. Payment will not be refunded.
4. **NO BILLING:** Billing is no longer an option when attending an event - prepayment or payment at the door is required. Prepayment guarantees your seat and an early registration fee; payment at the door is at the late registration fee rate and seating is not guaranteed.
5. **CHECK POLICY:** No personal checks are accepted. Your company's business checks with proper identification (photo ID or business card) are permitted.
6. **GUEST POLICY:**
  - a. **Good Morning Coral Gables** — a member may bring a guest for \$20.00 with a pre-paid registration; or \$30 without a registration
  - b. **Wind-Down Wednesday** – a member may bring a guest one time for \$20.00 with a pre-paid registration; or \$25 without a registration
  - c. **Trustee Luncheon/Women's Business Network Luncheon** – a member may bring a guest for the member price; thereafter, the company must become a member.
6. **NON-MEMBER POLICY:** Non-members may attend any Chamber event (i.e. GMCG, Wind-Down Wednesday, WBN Luncheons, etc.) any amount of times at the non- member price. However, they may attend any committee meeting only once; thereafter, they must become a member. Please pick up your name badge at the area designated for Non Members and receive a special welcome.