



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
	Wind-Down Wednesday	___/___/___	\$20.00	\$25.00	\$30.00	___	\$ ___
	Trustee Reception <i>(For Trustees Only)</i>	___/___/___	Complimentary			___	\$ ___
	GMCG Breakfast	___/___/___	\$20.00	\$25.00	\$40.00	___	\$ ___
	Trustee Luncheon <i>(For Trustees Only)</i>	___/___/___	\$45.00	\$55.00	\$55.00	___	\$ ___
	Women's Business Network Luncheon	___/___/___	\$35.00 <small>(includes valet)</small>	\$45.00	\$45.00	___	\$ ___
	Be Smart – Go Green Breakfast	___/___/___	\$20.00	\$30.00	\$30.00	___	\$ ___
	“ _____ ”	___/___/___	\$ ___	\$ ___	\$ ___	___	\$ ___
						TOTAL AMOUNT:	\$ ___

Name of Guests Attending:

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

Credit Card #:	Exp. Date:	___-___
Cardholder's Name:	Security Code:	___-___
Authorized Signature:	Date:	

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.