



**FORT WORTH
CHAMBER**★

MEETING ROOM GUIDELINES

WE ARE THRILLED TO HOST YOU IN OUR SPACE! FWC GROW & IMPACT MEMBERS CAN HOST MEETINGS AND EVENTS AT THE FWC OFFICE, INCLUDING THE ZOOM CERTIFIED SIMMONS BANK BOARD ROOM



**MEETING ROOM
REQUEST REQUIRED
FOR BOOKING**



**7 BUSINESS DAY
NOTICE REQUIRED**



**BOOK YOUR MEETING
OR EVENT UP TO 180
DAYS IN ADVANCE**



**COMPLIMENTARY
REFRESHMENTS
AVAILABLE FOR
ATTENDEES (WATER,
COFFEE, SOFT DRINKS)**



**FOOD AND PARKING
NOT INCLUDED IN
MEETING ROOM
BOOKING**



[BOOK NOW](#)

Book your meeting [HERE](#).

To learn more, contact Julia Roberts at jroberts@fortworthchamber.com

FORT WORTH CHAMBER OF COMMERCE

777 Taylor Street, Suite 900
Fort Worth, Texas 76102-4997

Phone | 817-336-2491
www.FortWorthChamber.com
info@fortworthchamber.com



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MEETING ROOM GUIDELINES

TO KEEP OUR SPACE CLEAN, PLEASE FOLLOW THESE GUIDELINES:

BOOKING TIMES:

Must be between **8:30am and 5pm, Monday-Friday**. No bookings available during federal & national holidays. Request must be submitted within a minimum of 7 business days. The FWC will confirm your room booking within 48 hours of receiving the request.

AVAILABLE ROOMS:

Rooms available to book are Simmons Bank Board Room, Living Room, and Small Conference Room. Only one room can be booked at a time.

ROOM CAPACITIES:

Simmons Bank Board Room: 30, Small Conference Room: 8-10

ETIQUETTE:

Our office is an open concept space, and we host meetings with our community partners and members daily. Common areas are not to be used by guests, with the exception of the kitchen.

Please be respectful of our space and to others in our office. Do not occupy rooms outside of your reservation.

FURNITURE SET UP:

Please identify your preferred room set up prior to arrival. If you would like to move furniture, please request assistance from FWC staff.

BUILDING ENTRY:

The fort worth club is locked from ground floor entry daily, with the exception of 11:30 am-1 pm. To enter the building, please have your guests ring guest services.

FOOD AND BEVERAGE:

F&B is the responsibility of the member booking the room. Member must be present upon catering delivery. Please refer to our preferred vendors list to order.

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TRASH:

Please request disposal options upon booking the room if you will be having breakfast or lunch services.

CLEANING:

Please wipe down tables and reset the room as it was upon arrival. In the event of a major spill, request assistance from your membership representative.

PARKING:

Parking is not included in your room booking and your guests' parking will not be validated. Parking is available in the Fort Worth Club garage upon request at a rate of \$4 an hour with a max of 5 hours, notify your membership representative to facilitate. Additional parking options can be found [here](#).

RESTROOM:

Upon arrival, you will be given key fobs for restroom use. To enter the restrooms, please use respective codes. The key fob can be used to return to our office through the side door.

Mens restroom code #1902
Womens restroom code #1901

TV CONTROLS:

Our board rooms have zoom and Microsoft Teams capabilities. please see the tv control guide for operation instructions or contact your membership representative.

FOR QUESTIONS OR ASSISTANCE DURING YOUR MEETING, PLEASE CONTACT JULIA. THE FWC RESERVES THE RIGHT TO RESCHEDULE ROOM BOOKINGS WITH A 48 HOUR NOTICE

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PLEASE USE OUR PREFERRED VENDORS FOR YOUR FOOD AND BEVERAGE NEEDS:

ADDRESS FOR DELIVERIES

FORT WORTH CLUB BUILDING: 777 TAYLOR STREET, SUITE 900
FORT WORTH, TEXAS 76102

COMPANY NAME

CONTACT

Chicken Salad Chick	(817) 857-8501
Cisneros Restaurant	(817) 624-1511
Molson Coors	(817) 551-3361
Olivella's Pizza & Wine	(817) 439-7676
Raising Cane's Chicken Fingers	
Shake Shack	(817) 290-2247

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PLEASE USE THE BELOW GUIDE FOR TV CONTROLS:

TECHNOLOGY: Our board rooms have Zoom and Microsoft Teams capabilities. Upon booking the room, please provide your membership representative with computer and VPN restrictions (Mac/ Hp, Wi-Fi capabilities, firewalls, and connection), as this may limit the capabilities of use.

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