



Convention & Visitors Bureau, Inc.

Meeting and Event Information and Application

11471 Kenai Spur Hwy.

Kenai, AK 99611

Phone: (907) 283-1991

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Standard Room Rental Rates

11471 Kenai Spur Hwy.
Kenai, Alaska 99611

Phone: (907) 283-1991
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Board Room

Accommodates 14– 20 guests. Conference table seats 14 guests.

Half Day (4 hours) \$100

Full Day (8 hours) \$150

Additional Hours \$25

Conference Room

Accommodates up to 100 guests theater style. Other layouts available.

Half Day (4 hours) \$200

Full Day (8 hours) \$300

Additional Hours \$50

The Conference Room has limited availability Memorial Day through Labor Day.

Expanded Conference Room

Only available with Conference Room and can provide space for up to 50 additional guests.

Half Day (4 hours) \$50

Full Day (8 hours) \$100

Additional Hours \$25

Additional Hours

Additional rate applies for *any hours outside of hours of operation* (listed above) and are added to the Full Day or Half Day rate. Additional hours cannot exceed 10:30 pm.

Hours of Operation

Monday– Friday: 9:00 am– 5:00 pm

Saturday: 11:00 am– 4:00 pm

Summer

(Memorial Day through Labor Day)

Monday—Friday: 9:00 am– 7:00 pm

Weekends : 10:00 am– 6:00 pm

- ◇ **10% Discount** available for non-profit organizations rentals.
- ◇ **Each Rental Includes:**
 - Free Set Up and Clean Up*
 - Free Coffee and Tea*
 - Free Wireless Internet*
- ◇ **Available Equipment:** Big Screen TV, DVD, overhead projector, easel, flip chart, podium, round and rectangular tables, chairs. Dry erase board available in the Board Room.

KENAI Visitors & Cultural Center



Room Rental Questionnaire

Date(s) Requested: _____

Start Time: _____ am / pm End Time: _____ am / pm

Expected Attendance: _____

Name of Organization: _____

Name of Event: _____

Contact Person: _____ Phone: _____

Email Address: _____ Fax: _____

Room/ Service Request (check all that apply):

<input type="checkbox"/>	Board Room	Conference table; useful as break-out room or catering for larger meetings.
<input type="checkbox"/>	Conference Room	Seats 72 conference style (table and chairs); seats over 100 theater style (chairs only).
<input type="checkbox"/>	Extended Conference Room	Conference Room and Natural History Room. Additional 50 guests.
<input type="checkbox"/>	Beverage Service	Complimentary coffee, tea, cups and napkins.
<input type="checkbox"/>	Meal Service	Caterer/ Details:
<input type="checkbox"/>	Alcohol Service	Licensed Caterer: _____ Insurance: Y or N

Circle Equipment/ Set-up Requests:

Equipment: TV DVD Flip Chart Projection Screen Podium w/ Microphone Easels

Set-up Style (for conference room): Theater Conference Dinner Standing Room

Other Requests:

Please attach supplemental information regarding the event.

