Submit your Room Rental Request Here

Conference Room Rental Agreement

Terms and Conditions

- Conference room rental is available, and members of the Greater Wausau Chamber of Commerce receive a discount.
- All businesses must complete a room rental agreement form.
- Room rental shall be on a first-come, first-serve basis once rental agreement is on file.
- Room availability is Monday-Friday 7:30 a.m. - 4:00 p.m.
    - Half-day options: 7:30 a.m. - 11:30 a.m. or 12:00 p.m. - 4:00 p.m.
    - Full-day: 7:30 a.m. - 4:00 p.m.
- Please see attached pricing guide and technology specifications.

Note: Once your rental request is received, we will review our calendar to determine whether your requested date is available. If the date is available, we will create your reservation and send you an email containing a calendar invitation and invoice. Your room is not fully reserved until payment has been received. If you do not receive a reservation/confirmation email and invoice, your room has not been reserved. The GWCC reserves the right to cancel or terminate a reservation for any reason or due to circumstances beyond its control, with or without notice. In such cases, any rental fees paid will be refunded.

- The GWCC reserves the right to terminate the contract as we see fit at any time.
- No refund will be issued for late cancellation of 10 days or less prior to the date reserved.
- If you have any questions regarding use of the room, contact Sharon Baumann @ 715-845-6231
- There is no kitchen available for use, and we do not provide lunches. The renter is solely responsible for the selection, ordering, purchase, preparation, transportation, storage, handling, service, consumption, and cleanup of all food and beverages. All food, beverages, leftovers, and related waste must be removed from the premises at the end of the event. The Powerhouse provides rental space only and assumes no responsibility for food or beverage-related matters.
    - It is strongly encouraged that you use a GWCC member for food/catering, and you can find a list of members here: Restaurants/Food & Beverage
- The room must be left in a neat, clean, and orderly condition.
    - All garbage/recycling must be placed in designated receptacles.
    - All tables and chairs must be returned to their original location and wiped clean using the cleaning products provided.
    - Coffee must be emptied and turned off before leaving.
    - If these conditions are not met, a Room Clean-up Fee of $200.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group.
- Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- Smoking, vaping, alcohol and illegal substances are strictly prohibited.
- The room may only be used for lawful business, educational, or meeting purposes.
- GWCC does not provide any material or equipment other than what is listed in this agreement.
- Renters are responsible for any damage to the facility and/or contents of fixtures. All damage must be reported to GWCC staff immediately.
- The GWCC is not responsible for any lost, stolen, or damaged personal property, personal injuries, property damages, technology failures, internet interruptions, audiovisual equipment malfunctions, or other liabilities incurred during use of the facility. While internet access and audiovisual equipment are available for renter use, GWCC does not guarantee uninterrupted service or performance. The renter agrees to release, indemnify, and hold harmless the Greater Wausau Chamber of Commerce, its officers, employees, and agents from any claims, damage, losses, costs, or liabilities arising from the renter's use of the facility.
- The individual signing the Room Rental Agreement certifies that they are authorized to act on behalf of the organization or group renting the facility and agree to all terms and conditions outlined herein.
- Your rental is not finalized until we receive agreement back electronically using Room Rental Request.

The Klimisch Center for Business Innovation Conference Room Rental Pricing

Conference Room	Rate
THE WORKSHOP **Education & Training Center** *(Second Floor, Capacity 60-person)*	**Member:** Full Day - $1,125.00 Half Day - $560.00 **Public:** Full Day - $1500.00 Half Day - $750.00
CWAV Conference Room *(First Floor, Capacity 12-person)*	**Member:** Full Day - $375.00 Half Day - $185.00 **Public:** Full Day - $500.00 Half Day - $250.00

Prices subject to change without notice.

All conference rooms feature state-of-the-art technology, high-speed Wi-Fi, presentation displays, video conferencing capabilities, and a professional business environment suitable for meetings, training sessions, workshops, and corporate events.

The Klimisch Center for Business Innovation Room Specifications

THE WORKSHOP Education & Training Center (Second Floor)

- Capacity for up to 60 people with movable tables and chairs for flexible configurations
- Movable presenter lectern with HDMI, USB, and power connections for user devices
- Dual 104" x 65" laser projection screens at front of room for presentations and content sharing
- High-resolution front and rear of room PTZ (pan-tilt-zoom) cameras for full-room video coverage
- High-fidelity Bose audio system for enhanced sound quality
- Multiple microphone options including handheld, lavalier, and tabletop microphones.
- Supports in-room presentations as well as web-hosted events and hybrid meetings
- High-speed Wi-Fi with fiber-backed internet connectivity
- Access to the Wausau Supply deck and patio
- Clarke Island Commerce and Community Outdoor Campus

CWAVE Conference Room (First Floor)

- Capacity for up to 12 people with movable tables and chairs for multiple room layouts
- 65" 4K smart TV for presentations and content sharing
- 4K webcam for video conferencing
- Supports HDMI input from user-provided devices for local presentations
- Supports USB input from user-provided devices for web conferencing and presentations
- Compatible with both local and web-hosted presentation platforms
- High-speed Wi-Fi with fiber-backed internet connectivity

(Revised 10.05.2026)