



Meeting Room Rentals

ABC offers multiple meeting room spaces for small groups of four to five people, or large groups of up to 60, allowing for social distancing. Meetings rooms are ideal for interviews, client meetings, arbitration hearings, presentations, company meetings, and training.

ABC has three training rooms which accommodate up to 20 people each comfortably classroom style, and 30-40 people theater style, along with a board room for 16-18 people. Set up options include classroom, theater, square, U-shape. Training rooms are available Monday through Friday, beginning at 8:00 am.

ABC can provide water, soda, coffee, tea, and flip charts with markers for an additional cost. Outside food and beverage service is permitted, so you can bring your own, have it delivered or catered.

ABC has 75 parking spaces on-site for tenants and guests. The ABC office is conveniently located east of downtown Orlando, with easy access to SR 408 (East/West) and SR 417 (North/South).

RESERVATIONS

To reserve meeting room space please call 407-628-2070 or email info@abccentralflorida.org

Deposits/Cancellation Policy

Prepayment is required for all non-members. Credit card must be submitted with contract. Refunds are available with a minimum 72 hour notice prior to the scheduled day and time of rental. No refunds are available within three business days of the scheduled rental. Cancellations within one business day of the rental date will be held responsible for 50% of the rental fee.

ROOM RATES

Monday through Friday, 8:00 am to 5:00 pm

\$150 for (1) room

\$275 for (2) rooms

\$375 for (3) rooms

\$200/room for non-members

Monday through Friday after 5 pm and Saturdays are at the discretion of ABC and based on availability

\$250 day/room. CFC ABC members only

FOOD AND BEVERAGE

Coffee

Brew masters: 10 to 12 cups - \$10 per pot
Coffee set up includes cups, sweeteners, creamers, stirrers

Soda & Bottled Water

Beverage Cart fee \$50 includes soda, water, cups, and ice for up to 50 people.
Refills available at \$1 each soda/water

Supplies

Paper goods (napkins, plates, utensils, cups)
1-10: \$15
11-20: \$25
21+: \$35

AUDIO VISUAL RENTALS

Flip Chart/Markers - \$20 each

Microphone, screen and projector, dry erase whiteboard and Wi-Fi available at no charge

Cleaning fee for outside food and beverages \$50/day

