

## Weekday Boardroom Rental Contract

### CONTACT INFORMATION

<i>Contact Name</i>	
<i>Business Name</i>	

### BILLING INFORMATION

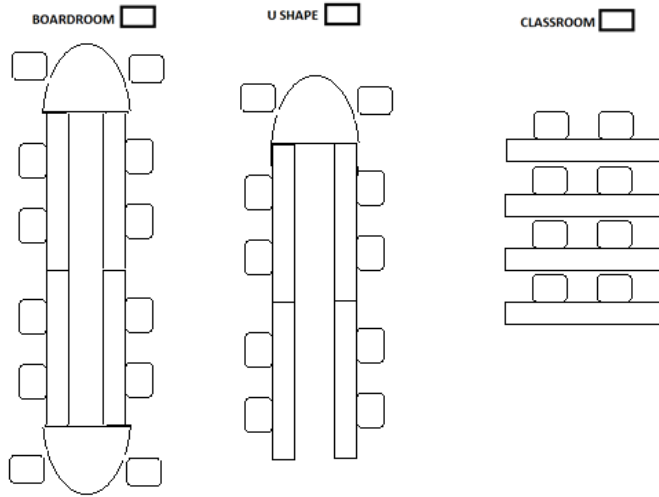
<i>Billing Address</i>		<i>City</i>		<i>Province</i>		<i>Postal Code</i>	
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<i>Phone</i>		<i>Site Contact (Cell Phone)</i>	
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### NOTES / EVENT TYPE / REGARDING


Conference Dates	Time: From ____ to ____ (PST)	Event/Purpose of Rental	Approximate # of Guests (12 person max)	Total Room Rental Hours

**SET UP**



**EQUIPMENT REQUIRED**

<b>Whiteboard</b>	
<b>Flipchart</b>	
<b>Laptop(s)</b>	
<b>Projector</b>	
<b>Screen</b>	
<b>Video Conferencing Equipment</b> <i>(Additional charges will apply)</i>	
<b>Large TV Monitor</b>	
<b>Conference Phone</b> <i>(Additional charges will apply to long distance calls)</i>	

**NOTE: PLEASE LET US KNOW IF YOU WILL BE BRINGING YOUR OWN EQUIPMENT**

## Boardroom Rental Pricing

All boardroom rentals include free Wi-Fi, conference phone (local and toll-free calls only), television, laptop, white board, projector and washrooms. Fridge, microwave and kitchen sink are available upon written request.

### BOARDROOM RATES

Rate Structure	Per Hour	Half Day (4 hours)	Full Day (8 hours max.)
General	\$40.00	\$160.00	\$200.00
Not-for-Profit	\$25.00	\$100.00	\$125.00

### BEVERAGE RATES

Option	Rate
Freshly brewed coffee or tea	\$2.50/pp

### ADDITIONAL RATES

Option	Rate
Booking outside of regular business hours	\$50.00/hr

## Terms and Conditions:

- 1) Accounts are due when rendered. We accept cheques or cash only. Returned cheques are subject to a \$40 fee to cover time and charges for recovery. If you have an outstanding balance at the time statements are issued equal or over 30 days from the date of statement, there will be a statement charge equal to 2% of the total outstanding balance
- 2) Reservation of rented room will not be held until signed form is received.
- 3) Community Futures Thompson Country will provide, via e-mail or fax, a reservation confirmation to the booking organizations
- 4) Regular Boardrooms and equipment are available from 8:30 am to 4:30 pm, Monday to Friday. Additional fees may be added to reservations that extend beyond regular business hours, including evenings, weekends and holidays.
- 5) The booking organization is responsible for all catering for the event. Community Futures Thompson Country can recommend caterers on request.
- 6) Room rentals are based on hourly fees, minimum one hour and billed in half hour increments thereafter. Discounted fees for full day's use
- 7) Room rental may not be reduced by unused time and additional use beyond the scheduled time may be restricted
- 8) Cancellation fees: 72 hours minimum cancellation denotes for zero charges. 48 hour notification cancellation will denote a 50% charge, 24 hour notification if cancelled will denote a 100% charge.
- 9) In the instance of Internet connectivity issues for Community Futures Thompson Country at the time of the event, full rebooking will be arranged at no charge.
- 10) Community Futures Thompson Country and its affiliates are not responsible for delays, postponements, failure of technology or cancellations due to unforeseen circumstances and in no way are liable for any loss of use, lost profits, consequential or any other damages. In no event shall any liability exceed the amount of the room rental fee.
- 11) Room rental includes the use of tables and chairs, projector, TV; flip chart, conference phone for local and toll-free calls and a white board when available and when requested in advance upon reservation of the room. Room rental includes setup fee.
- 12) Community Futures Thompson Country reserves the right to inspect and control all private functions. The Renter shall indemnify, defend and hold harmless Community Futures Thompson Country from and against all the Renter's use of facilities, provided that such claim, actions, damages, and liability and expenses arise out of or resulting from the actions, inactions, omissions or negligence of the Renter or its agents or guests. The Renter will be held responsible for and damages to the building, equipment, decorations, or fixtures belonging to Community Futures Thompson Country lost or damaging during the Renter's activities. Any damaged property will be billed to the Renter at replacement cost.

***I agree to the terms and conditions as stated in this Boardroom Rental Contract, as the host, or an authorized agent thereof.***

Host/Agent (signature):	
Name (please print):	
Date:	