



Video Conference Reservation and Room Rental Agreement

Community Futures Thompson Country

230 – 301 Victoria Street

Kamloops, BC, V2C 2A3

P: 250 828 8772, F: 250 828 6861

The following information, pricing, terms and conditions are agreed upon by the scheduling party named below

Scheduling Party:

Company: _____

Contact: _____

Address: _____

Phone: _____ Fax _____

E: mail: _____

Bill to: (if different from info on left)

Company: _____

Contact: _____

Address: _____

Phone: _____ Fax _____

E: mail: _____

Name of the Event: _____

Conference Dates	Time: From _____ to _____ (PST)

# Of Participants	Name/Telephone of Main Contact Person	Room Rental (\$150/hr)

Total Rental Cost \$ _____

Which site will initiate the call? City: _____ IP Address _____

Projected costs: Cost are pro-rated based on information provided by scheduling parties and are subject to change based on changes made prior to or at the time of the conference. Please refer to the Terms and Conditions of Rental. Reservation Fee: N/A, Room Rental: \$150/hr. to a maximum of \$900/day. Discounts available for not for profit organizations, and bulk purchasing. For IP Video Conference to ISDN endpoints TELUS bridging services are required. Additional per hour fees apply for ISDN endpoints.

Name Authorizing Payment _____ Date _____

Signature _____

Method of Payment Invoice P/O #----- Cash

Growing communities one idea at a time.

BUSINESS SERVICE CENTRE
230- 301 Victoria St- Kamloops, BC V2C 2A3
250-828-8772
www.communityfutures.net
info@communityfutures.net

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 ½, and 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: 50% of room rental will be assessed if cancelled two days prior to conference, 100% of room rental if cancelled within 24 hours of conference
- 9) 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
- 10) 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.
- 11) Community Futures Thompson Country and its affiliates are not responsible for delays, postponements, failure of video conferencing 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.
- 12) Room rental includes the use of tables and chairs, overhead projector; pull down screen and LCD projector or TV; flip chart, and a white board when available and when requested in advance upon reservation of the room. Room rental includes setup fee and full access to the kitchenette, washrooms and phone for local outgoing calls.
- 13) 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.

Please note: In the event that a 3rd party charges a cancellation policy outside of these terms, CFTC reserves the right to implement that same policy in addition to our cancellation policy as noted in #7 above.

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

Signature _____

Date _____