

Boardroom Rental Request Agreement

Member Business _____

Contact Person _____

Tel. _____

Email _____

Requested rental date _____

Second Choice _____

DD / MO / YYY

DD / MO / YYY

Time of day required: _____

to _____

(including setup and takedown – **earliest is 9AM**)

Room setup _____

Theatre-style

Boardroom-style

Other (please specify below)

Number of people Attending _____

Please check the items required. Prepayment for the room rental, equipment and additional staff time is required at the time of booking. Payment for beverages purchased will be required the day of the event. Refunds will be issued for cancellations received 10 days or more in advance of reservation.

| ITEM | DETAILS | RENTAL FEE | QUANTITY |
|------------------------------|---|------------|----------|
| Boardroom Rental | Half Day (4 hours) | \$100.00 | |
| | Full Day (9:00 am – 4:30) | \$175.00 | |
| Wireless internet connection | Password supplied at time of setup | N/C | |
| Panaboard | Load your presentation on a USB | N/C | |
| Coffee | Per pot includes cream & sugar (8 cups) | \$ 8.00 | |
| | Coffee (30) | \$25.00 | |
| Juice | Per bottle | \$2.25 | |
| Pop | Per bottle | \$2.00 | |
| Bottled Water | Per bottle | \$1.00 | |
| Supplies | Flip chart stand with paper & markers | N/C | |

Boardroom Rentals are available to Members Only during the hours, 9:00 am – 4:30 pm. HST is extra. The Chamber does not provide catering services. We would be pleased to provide you with a listing of Chamber Members that can provide this service.

Payment is required to secure booking.

Credit Card# _____ Expiry Date _____ CSV# _____

Name on Credit Card _____

Room & Equipment Rental Agreement

AV and Equipment Requests

Room rental includes the use of tables and chairs, panaboard, flip chart, lectern and whiteboard when available and when requested in advance upon reservation of room.

General Terms and Conditions

Prepayment: All functions must be prepaid prior to the function date by cash, debit or credit card. Additional charges on the day of the function (beverage purchases) must be paid the same day.

Cancellations: Cancellations with 10 days prior notice to the date of the event will not be assessed a charge for the boardroom. If the reservation is canceled less than 10 days prior to the date of the event, you will be assessed half (50%) of the room rental fee. In the event that the room is destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence renders the fulfillment of this agreement by Cambridge Chamber of Commerce impossible, this agreement shall terminate, and any rental fee that has been prepaid shall be returned to the Renter. The Renter hereby waives any claims for damages or compensation should this agreement be so terminated.

Board Room & Meeting Room Setup: The room will be setup according to the Room Rental Event Specifications.

Alcohol: The Renter will not cause or allow beer, wine, or liquor of any kind to be sold, given away, or used upon the premises without the proper license.

Room Cleanup: It is the responsibility of the group renting the facility to do a general cleanup of tables (e.g. food containers, coffee cups).

Smoking: The building is smoke free.

Renter Name: _____

Renter Signature: _____

Dated: _____

For more information please the Chamber office (519) 622-2221.

Return form to accounts@cambridgechamber.com