

## 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)

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 |
|-------------------------------------|--|------------|----------|
| <b>Boardroom Rental</b>             | Half Day (9:00am – 12:30 or 1:00pm – 4:30pm) | \$100.00   |          |
|                                     | Full Day (9:00 am – 4:30)                    | \$175.00   |          |
| <b>Wireless internet connection</b> | Password supplied at time of setup           | N/C        |          |
| <b>Panaboard</b>                    | Load your presentation on a USB              | N/C        |          |
| <b>Coffee</b>                       | Per Pot includes cream & sugar (8 cups)      | \$ 8.00    |          |
|                                     | Coffee (30)                                  | \$25.00    |          |
| <b>Juice/Bottled</b>                | Per bottle                                   | \$2.50     |          |
| <b>Water</b>                        | Per bottle                                   | \$1.50     |          |
| <b>Supplies</b>                     | Flip chart stand with paper & markers        | N/C        |          |

Boardroom Rentals is available to Members Only during the hours, 9:00am – 4:30pm. Additional charges will apply for earlier rentals. Subject to staff availability.

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

# 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.

**COVID-19 Protocols:** The safety and health of our staff and customers are of the utmost importance. Be assured that we have been closely following the recommendations of Public Health. To help stop the spread of COVID-19 we have implemented several new measures for room rentals.

All participants must follow the Provincial Public Health Guidelines. Participants not following these regulations will be at risk of losing their rental time for the entire group, including future rentals.

- Sign in using the QR code provided for contact tracing is required.
- You must be wearing a mask when you enter the Chamber building. If you are not wearing one, you will not be allowed to enter the facility.
- You can remove your mask off after you have entered the meeting room.
- After your rental is complete, you must put your mask on before you leave the meeting room and wear it until you have left the building.
- Masks must be worn whenever you are leaving your rental area (in the

washroom, hallways, etc.).

- Physical distancing of 2-metres (6-feet) will be maintained.
- Group sizes are based on the provincial guidelines at the time of rental date.

Renter Name: \_\_\_\_\_

Renter Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

**For more information, please contact Tess or Deborah at the Chamber office  
(519) 622-2221 ext 2221.**

**Return form to [accounts@cambridgechamber.com](mailto:accounts@cambridgechamber.com)**