

835 Spokane Street
Trail BC V1R 3W4
T: 250.364.2595



South Kootenay Business Centre Daily Office Rental Agreement

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

Scheduling Party	Bill to: (if different from information on left)
Company:	Company:
Contact:	Contact:
Address:	Address:
Phone:	Phone:
Email:	Email:
Date(s) Required:	

Fees are calculated based on the information provided by the scheduling party and are subject to change until the booking is confirmed. Final charges will be determined in accordance with the Terms and Conditions of Rental and invoices will be issued after the rental has concluded.

Reservation Fee: N/C

Rental Fee: **\$125/day. \$75 for each additional day**

Name Authorizing Payment: _____
Please print

Title: _____

Signature: _____

Date: _____

Complete and return this form info@communityfutures.com

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Terms and Conditions of Rental:

1. **Taxes:** All meeting room rentals are subject to applicable GST.
2. **Reservation Confirmation:** Reservations will not be held until a signed rental form has been received by Community Futures South Kootenay.
3. **Confirmation of Booking:** A reservation confirmation will be provided by Community Futures South Kootenay via email to the billing contact.
4. **Access and Keys:** Office key must be picked up from Community Futures South Kootenay during normal office hours (8:30 am to 4:30 pm, Monday to Thursday), unless otherwise arranged in advance. An access code for the main entrance will also be provided at this time.
5. **Rental Period:** Office rentals are based on full-day bookings. Partial-day use is charged at the full-day rental rate.
6. **Cancellations:** A flat \$75 will be charged if the booking is cancelled with less than 48 hours' notice
7. **Wi-Fi Access:** Complimentary Wi-Fi is provided. Network login details will be provided when you receive your office key and main entrance access code.
8. **Room Condition and Cleaning:** Rental fees do not include janitorial. The room must be returned to its original condition at the end of the rental period or cleaning fees will be charged on a cost-recovery basis.
9. **Limitation of Liability:** Community Futures South Kootenay and its affiliates are not responsible for failure to provide services due to circumstances beyond their reasonable control. Under no circumstances shall Community Futures South Kootenay be liable for loss of use, lost profits, consequential, or incidental damages. Any liability shall be limited to the amount of the room rental fee.
10. **Use of Facilities and Indemnification:** The renter agrees to indemnify and hold harmless Community Futures South Kootenay, its staff, and affiliates from any claims, damages, losses, liabilities, or expenses arising from the renter's use of the facilities, including those caused by the actions or negligence of the renter, its agents, or guests.
11. **Damage and Loss:** The Renter shall be responsible for any damage to or loss of Community Futures South Kootenay's building, equipment, decor, or fixtures caused by the Renter's use of the facilities. Damaged or lost property will be billed to the Renter at replacement cost.