

835 Spokane Street
 Trail BC V1R 3W4
 T: 250.364.2595



South Kootenay Business Centre Board Room 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:
Name of Event:	
Date(s) Required:	From: <input type="checkbox"/> am <input type="checkbox"/> pm To: <input type="checkbox"/> am <input type="checkbox"/> pm

Room Requirements

LCD Projector	<input type="checkbox"/> YES <input type="checkbox"/> NO	Laptop output for Projector: <input type="checkbox"/> HDMI <input type="checkbox"/> VGA
Technical support	<input type="checkbox"/> YES <input type="checkbox"/> NO	Charge \$45/hr Please specify:
Wired Internet access	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other equipment or services	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Flip Charts <input type="checkbox"/> Wheelchair Lift <input type="checkbox"/> Whiteboard <input type="checkbox"/> Other Request _____

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. Final invoice will be issued after the rental has concluded.

Reservation Fee: N/C;
 Rental Fee: **\$150/half-day \$250/full-day**

Name Authorizing Payment: _____ Date: _____
Please print

Signature: _____

Complete, sign and return this form to info@communityfutures.com

South Kootenay Business Centre Board Room Rental Agreement

Terms and Conditions of Rental:

1. **Taxes:** All meeting room rentals are subject to applicable GST.
2. **Reservation Confirmation:** Reservation of the Board Room 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:** Board Room bookings are available from 8:30 am to 4:30 pm, Monday to Thursday with the exception of statutory holidays. An access code for the main entrance will be provided prior to the day of rental.
5. **Rental Period:** Board Room rentals are based on half-day or full-day bookings.
6. **Cancellations:** A flat \$75 fee 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 main entrance access code.
8. **Catering:** The booking organization is responsible for any and all event catering and for ensuring that all waste is properly disposed of in the provided refuse bins. Community Futures South Kootenay can recommend local catering options upon request.
9. **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.
10. **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.
11. **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.
12. **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.