



## Weekday Boardroom Rental Package



2040 Cliffe Ave, Courtenay BC, V9N 2L3

## Chamber Boardroom Rental Details & Pricing

Conveniently located on Cliffe Ave in Courtenay, our boardroom, is a private, bright and open space with large windows and street level access. There is also a private entrance to the boardroom for your convenience. Impress your clients and show your professionalism by meeting at your chamber.

### DETAILS

Total guest capacity – Subject to room layout. Set-up for maximum capacity of 12 guests with table or maximum of 20 guests with lecture-style.

### **Weekday Rental Amenities Include:**

- Conference Phone (North American and Toll Free calls only)
- Complimentary Wi-Fi
- Coffee Service (extra charge applies)
- Use of kitchen
- Wheel-chair accessible washroom

**Catering** – No catering service is provided by the chamber, however you are welcome to use any catering provider of your choice in the boardroom space. Need some suggestions? Contact us for our current list of catering members, or visit our business directory on our website at: [comoxvalleychamber.com](http://comoxvalleychamber.com)

### BOARDROOM RATES

Rate Structure	Half Day – 4 hours	Per Day – 8 hours max.
Member Rate	\$ 30	\$ 50
Non-Member Rate	\$ 60	\$ 100
Audio Visual Equipment (Projector & Easel)	\$ 25	\$ 25

### BEVERAGE RATES

Option	Rate
Freshly brewed coffee, decaf coffee & tea	\$2.00/pp

All rates listed are subject to applicable taxes.

If 3 consecutive rentals are booked simultaneously, a 10% discount off the total rental charges offered; for 4 or more consecutive rentals, a 15% discount is offered. Please contact the Chamber office for more details.

2040 Cliffe Ave  
Courtenay, BC V9N 2L3

P: (250) 334-3234

F: (250) 334-4908

[www.comoxvalleychamber.com](http://www.comoxvalleychamber.com)



# Weekday Boardroom Rental Contract

## CONTACT INFORMATION

Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## RENTAL DETAILS

Date of Rental: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Set Up Needed: \_\_\_\_\_

A credit card is required to secure your bookings. Your card will only be charge in the event that you cancel your booking less than 7 days prior to the start time or should any chamber property incur damage during the rental (see terms & conditions following for details).

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Signature \_\_\_\_\_



## Weekday Boardroom Rental Terms and Conditions

### **Confirmation**

Bookings are not confirmed or guaranteed until we receive a signed Boardroom contract. You will receive confirmation of your booking once the contract has been received.

Completed contracts can be sent to the chamber office in any of the following ways:

Email: [julie@comoxvalleychamber.com](mailto:julie@comoxvalleychamber.com) Fax: 250.334.4908

Delivered or mailed to : 2040 Cliffe Ave, Courtenay BC, V9N 2L3

Rental of the Chamber meeting room will be on a first come, first served basis. Chamber meetings take priority. The Chamber has the right to refuse rental to any individual or organization. The Chamber building and meeting room are for business related purposes only.

### **Cancellation Policy**

If the booking is cancelled 7 days or more prior to the date of the booking, no payment will be required. If the booking is cancelled less than 7 days prior to the booking date, the booking charge will be applied to the credit card number given.

### **Payment**

Payment of the balance owing for the rental must be paid in full within 30 days from the rental completion date. Cheques are to be made out to the Comox Valley Chamber of Commerce.

### **Tax**

All boardroom rental rates and beverages are subject to 5% GST.



### **Additional Clauses**

The meeting room will be available during the hours of 9:00 am to 4:30 pm on weekdays. All persons and supplies, must be out of the building by 4:30 pm unless previous arrangements have been made with The Comox Valley Chamber of Commerce.

The Comox Valley Chamber of Commerce is not responsible for items belonging to the Renter or Renter's guests that are lost, stolen, damaged during the rental period. Renter and renter's guests as renter's permitted invitees, release the Comox Valley Chamber of Commerce from any liability for loss or damages to such property.

Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the Chamber staff immediately. Room Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.

The Room must be left in proper order, with all paper, trash, cups, etc. disposed of in the trash receptacles.

Smoking is not permitted in the building. Alcohol cannot be served unless proper insurance and liquor license are obtained.

It is understood, the Comox Valley Chamber of Commerce is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the Comox Valley Chamber of Commerce harmless of any such damages.

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

Renter (signature) \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date \_\_\_\_\_