

BOARDROOM RENTAL POLICY

The Boardroom is for use by members on a priority basis and to perspective non-members and key community initiatives.

- Hours:** Available during office hours only - Monday through Friday from 9:00 a.m. to 4:00 p.m.
- Rental Rate:** **Member Rate** – \$40.00* (+ HST) for four hours or less and \$80.00* (+ HST) for more than four hours.
Non-Member Rate - \$60.00* (+ HST) for four hours or less and \$120.00* (+ HST) for more than four hours.

PAYMENT IS DUE ON OR BEFORE MEETING DATE.

- Size of Room:** The room is approximately 17' X 24'.
- Set-up:** Boardroom style seats fourteen comfortably, with additional chairs available. Flexibility for eight individual tables.
- Lighting:** Concentrated lighting over table, full room lighting and presentation lighting.
- Equipment:** Large screen TV with laptop connectivity is available.
Seven electrical outlets and telephone for local calls.
Other equipment and office supplies are your responsibility.
- Catering:** For restaurants, refer to www.windsorchamber.org/Directory to find your fellow Chamber members or ask Reception for Chamber Member Restaurants Binder. All arrangements / supplies / payment for catering are your responsibility.
- Coffee:** One pot of coffee is included in the rental price. Additional coffee is \$8.00 (+ HST) per pot.
- Clean up:** It is your responsibility to tidy up and restore the room to its original set up; otherwise a clean-up charge may apply.
- Reservations:** Accepted up to one month in advance.

NO PRESS CONFERENCES ALLOWED.

**Additional charges may apply. (e.g. Photocopies, coffee, clean up, etc.)*

I have read and fully understand this rental policy.

Name: _____ Phone: _____
Company: _____
Rental Date: _____ Time _____
Signature: _____

Amount	_____
HST	_____
Total	_____
Payment: (Circle One)	
Cash Debit Visa MC	

HST # 108214933

Policy is subject to change without notice.