



Mission Regional Chamber of Commerce Boardroom Rental Application Form

Contact Information:

Organization Name: _____

Contact Name: _____ Phone: _____

Email: _____

Date(s) required: _____ Time: _____
(start and end time)

Rates:

_____ Chamber Member Business or Organization \$35half / \$75full = _____
(NP Members receive 1 free half day rental per month)

_____ Non-Member Business or Organization \$75half / \$125full = _____

Optional Equipment Rental:

_____ TV & Audio FREE Total rental cost = _____

_____ Coffee/tea supplies \$10.00 5% GST on room rental = _____

RENTAL GRAND TOTAL = _____

PAID IN FULL FEE WAIVED

Rental Information:

- 0-4 hours is a half day, 4-8 hours is a full day.
- The boardroom is available weekdays and most weekends and holidays.
- Free WIFI, usage of white boards & materials, TV & Audio usage included in the above rates.
- Those wishing to set up regular meetings can complete the form once for all bookings.
- Minimum 24hr cancellation is required to receive a full refund, cancellation within 24hrs will see a half day charge.
- The room capacity is 20 people (approximately). There is seating for 15 people.
- If your booking is after MRCC office hours (M-F, 8-4pm), office keys need to be picked up at the MRCC office during office hours and returned after use either to the MRCC office or the letterbox downstairs.



Mission Regional Chamber of Commerce Boardroom Rental Protocols

- 1)** Before you enter the Mission Regional Chamber of Commerce (MRCC) boardroom, please ensure that you are not experiencing signs of illness including but not limited to coughing, sneezing, fever, chills, etc).
- 2)** If you've used the kitchenette supplies (mugs, silverware, plates...etc) please wash them with hot water and soap and place them in the drying rack.
- 3)** If you've used the microwave and sink area, please wipe down with the provided sanitary supplies.
- 4)** When you are finished with the MRCC boardroom, please:
 - Wipe down the tables (and chairs if needed).
 - If you have left food or other debris on the floor, please sweep the room and put all garbage in the receptacles.
 - Return the room configuration as you left it if you rearranged it.
 - Lock the boardroom door and alarm and lock the front door and close the gates if you are renting it after 4pm.



Renter Agreement

I, _____ have read and personally accept the terms and conditions listed above for use of the Mission Regional Chamber of Commerce Boardroom as well as declare that I have read and fully understood the Mission Regional Chamber of Commerce Boardroom user guide. I undertake to conform to the terms and conditions and will indemnify and save harmless the renter/owner in accordance to the attached terms and conditions. If I rent any equipment for use in the boardroom, I am responsible for the safe return with all parts of the equipment to be in full working order. I understand that I will be billed for their replacement if any parts of the equipment or Boardroom key are not returned or returned damaged. I agree to adhere to the above-mentioned protocols and I agree to forfeit my right to use the MRCC boardroom should these regulations not be followed.

Renter Name: _____

Chamber Staff: _____ Date: _____

Renter Signature

Date

Please email completed form to events@missionchamber.bc.ca or drop it off at our office.