GREATER LANGLEY
CHAMBER OF COMMERCE

# GREATER LANGLEY CHAMBER OF COMMERCE
# BOARDROOM RENTALS

The Greater Langley Chamber of Commerce (GLCC) welcomes the use of its Boardroom. It is used for Chamber-related programs and meetings but is also available for rental by Member groups and organizations. All rentals will be subject to the terms defined by this policy.

Use of the Boardroom by a group or organization does not constitute endorsement by the GLCC of the group or organization's beliefs or policies. Programs must not contravene the *Criminal Code of Canada*. The Chamber reserves the right to refuse a booking.

Boardroom availability is Monday through Friday, 9:00 am to 5:00 pm (event must be completed by 5:00 pm). Payments must be made in prior to the rental date.

The Boardroom cannot be reserved without a completed application. Payment (credit or cheque only) and a damage deposit may be requested at the time of booking. In addition, Renters may be required to provide proof of insurance with a Commercial General Liability limit of a minimum of $2,000,000.00. Renters may further be required to name the Greater Langley Chamber of Commerce as an *Additional Insured* in the renters' event policies.

Applicant agrees to reimburse the Chamber for any damage that result in repairs from the applicant's use under the terms of the policy. Groups are responsible for any damage or breakage of furniture or equipment at replacement cost. Users must hold and save harmless the GLCC from and against all claims and damages arising out of, or in any way connected with, the event.

Room bookings are accepted from individuals on behalf of organizations. The Chamber accepts no responsibility if the individual in question does not have the authority to book a room; the invoice will be sent to the organization in all cases.

Room Rates:

| | Members |
|---|---|
| Hourly | $20.00 (Meeting Room) |
| Coffee/Tea | $20.00/carafe – must be pre booked |
| WIFI | Included |
| Water | Included |



**Mailing Address** *207 – 8047 199 Street Langley BC V2Y 0E2*
**Phone** *604-371-3770*
**Fax** *604-371-3731*
**Web Address** *www.langleychamber.com*
**Email** *info@langleychamber.com*

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Application date:

Name of Organization/Individual:

Contact Name (if different than above):

Mailing Address:

Postal Code:

Phone:

Email:

Nature of Activity:

Date(s): Day: M☐ Tu☐ W☐ Thu☐ F☐

Hours Needed for Rental:

Estimated Attendance:

Coffee/Tea:

**Rental time must include any needed set up and clean up time**

The applicant certified that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Application has received and will observe all the Chamber's policies and procedures. The Applicant agrees to exercise the utmost care in the use of the facility.

Applicant:
Date:

OFFICE USE ONLY

PAID ON: _____

CHAMBER STAFF: _____