

## BOARDROOM RENTAL AGREEMENT

The Airdrie Chamber of Commerce grants permission for the use of the boardroom as outlined, subject to the Terms and Conditions of this Agreement.

### Renter

Name of Business/Organization: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### Scheduling

Date(s) Required: \_\_\_\_\_  
 Start time: \_\_\_\_\_  
 End Time: \_\_\_\_\_

\*please note that rental time includes prep and clean up times

**FOR INTERNAL USE**

Amount:  
Reference #:

### Equipment Required

- Podium                       Wi-Fi                       Pull down screen                       Extra Table (for food)  
 LCD Projector (Must supply own laptop) @ \$25 + gst                       Flipchart @ \$10 + gst

### Rental Fees (+ gst)

**Chamber members**

\_\_\_\_\_ First 4 hours/year FREE  
 \_\_\_\_\_ Hourly Rate - \$20 + gst

**Non-members**

\_\_\_\_\_ Hourly Rate - \$30 + gst

### Special Requests/Notes

**The undersigned agrees to be bound by the Rental Agreement and the Terms and Conditions outlined below.**

**Signature**

**Date**

## BOARDROOM RENTAL TERMS & CONDITIONS

The Chamber Boardroom is available for use, by both members and nonmembers, on a rental basis. Chamber activities will take priority over all other bookings. Use of the boardroom must not interfere with the daily work of the Chamber staff.

### **Access**

Chamber staff will be onsite during your booking to allow access to the boardroom. Please note that Chamber staff will also need access to the boardroom throughout the day to enter and exit their office space.

Do not block any exits.

Washrooms are in the lobby.

### **Alcohol & Smoking**

Unless approved in advance, please do not bring alcoholic beverages onsite.

Smoking is not permitted inside or immediately outside the building. This includes all tobacco, e-cigarettes, vapes etc.

### **Availability**

Boardroom bookings are available on a first come, first served basis. All guests must depart the room at or before the indicated end time stated in the agreement. Space for the boardroom is booked only for the times indicated in the agreement.

Boardroom rentals are available Monday – Friday from 8:30am – 4:30pm and are not available on weekends, or statutory holidays.

Bookings are accepted no more than 3 months in advance.

All rentals are subject to availability. The Chamber reserves the right to cancel the boardroom booking. The Chamber also reserves the right to refuse rental of the boardroom at their discretion.

### **Cancellations**

Cancellations received less than 2 full business days before room rental date will be charged a 50% cancellation fee of the original room rental rate.

### **Cleaning**

The renter of the boardroom agrees to assume all responsibility for the cleanliness of the boardroom, returning it to the state in which it is found: garbage must be thrown out in the provided receptacle, all dirty dishes cleaned, and chairs returned to their proper place around the boardroom table.

The renter agrees to assume all liability regarding the actions of his/her guests. The renter and guests are asked to respect the Airdrie Chamber of Commerce property. Any items (food products, supplies, incidental effects) that are not directly provided by the renter are assumed to belong to Airdrie Chamber of Commerce and its staff and are therefore inaccessible to the renter and guests.

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.

All items not belonging to the Chamber of Commerce are to be removed from the building when rental is completed. The Chamber of Commerce will not be responsible for lost or damaged items that are left at the Chamber building. Please turn off the lights when you leave.

### **Confirmation**

Bookings are not confirmed or guaranteed until a signed Boardroom Rental agreement and a Certificate of Insurance is received by the Chamber.

### **Food & Beverages**

Room rental includes kettle, coffee maker and mugs.

Other supplies are the responsibility of the renter (i.e. stir sticks, cream, sugar, coffee plates, cutlery, napkins etc.)

The Chamber does not provide catering services, but a list of member caterers can be provided.

### **Liability**

It is understood, the Airdrie 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 Airdrie Chamber of Commerce and its Landlord, the Waterstone Developments, of any such damages

The Renter hereby agrees to indemnify, defend and protect the Airdrie Chamber of Commerce, and its landlord, Waterstone Developments, against, and hold and save harmless the Airdrie Chamber of Commerce, and its landlord, Waterstone Developments, from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees and expense of whatever kind which might result from or arise out of any action or failure to act by the Renter or any of its employees or other representatives.

All Renters must provide a certificate of insurance, indicating a minimum of \$2 million in liability coverage.

The rental booking will not be confirmed until a certificate of insurance is received.

### **Parking**

Daytime Rentals: please remind your attendees - do not park in the parking lot. Please park on the crescent.

Evening Rentals: Please do not park in the McKee Homes parking lot south of the Chamber building. Park in the lot immediately adjacent to Chamber building or on the crescent in front of the building.

### **Payment**

A credit card is required to reserve room.

All renters will be liable and obligated to pay for extra cleaning required as a result of the rental, any and all damage to the Boardroom and/or damage/loss of its equipment while rented. Payment will be due immediately, or after an estimate of damage is provided, providing the Airdrie Chamber of Commerce deems it necessary to provide an estimate.

### **Promotions and Communications**

In any and all promotions and communications regarding your company's meeting/event, the Airdrie Chamber of Commerce name is not to be used, rather only the address is to be used as the meeting location.

Any request for the Airdrie Chamber to support, promote, sponsor or endorse your meeting/event must first be approved by the Airdrie Chamber of Commerce Executive Director.

Any promotion, sales of products or services during your meeting must first be approved by the Airdrie Chamber of Commerce Executive Director.

Any invitation extended to the news media to cover your meeting/event at the Airdrie Chamber must first be approved by the Airdrie Chamber of Commerce Executive Director.

**Set-up**

The boardroom can accommodate 18 people around boardroom table, 17 recommended if using A/V.

Tables should not be moved without prior authorization.

The Organization renting the space is responsible for set-up, clean-up and ensuring the premises are properly secured if the Chamber is not open.

The room should be left in the same condition it was found.