



2019 BOARDROOM RENTAL CONTRACT AGREEMENT
CONTACT NUMBER: 295-4201

1. The Bermuda Chamber of Commerce boardroom is available to rent to both members and non-members for meetings, lectures and seminars, Monday through Sunday.
2. Payment in full is due at time of booking.
3. Meetings can be rescheduled with a minimum of 72 hours' notice. No refunds or credits given for cancellation within a 72 hour notice period or for no shows.
4. Members must be in good standing to take advantage of preferred memberships rates.
5. Rental includes access to water cooler and a flip chart.
6. See appendix A for cost of rental audio-visual equipment.
7. When booking be sure to include time for set up and breakdown.
8. The Chamber reserves the right to close meetings which run over allotted time.
9. Those renting outside regular office hours are required to collect a key from reception before 5pm on the week day of, or the last week day before the booking and return it the next working day. A penalty of \$50 will be imposed if the key is not returned or is lost. Should you fail to collect the key prior to your meeting time and require emergency assistance with opening, a mandatory \$100.00 (Cash) call out fee will be levied. Call out assistance is not guaranteed after hours. Rental Fees will not be refunded if you forget to collect the key.
10. There are no storage facilities at the Chamber. **All items must be removed at the close of each meeting. The Chamber will not be held responsible for items left behind.**

LARGE BOARDROOM (HOLDS MAX 70) RATES:

Chamber Members:	\$100 per hour	1/2 Day \$250	Full Day \$400
Non Members:	\$125 per hour	1/2 Day \$350	Full Day \$500
Registered Charities:	\$60 per hour	1/2 Day \$100	Full Day \$250

SMALL BOARDROOM (HOLDS MAX 25) RATES:

Chamber Members:	\$75 per hour	1/2 Day \$200	Full Day \$300
Non Members:	\$100 per hour	1/2 Day \$225	Full Day \$400
Registered Charities:	\$50 per hour	1/2 Day \$75	Full Day \$150

NOTE: All bookings will incur an additional half hour to all cost for setup and breakdown, which will be added to the final cost. This equates to 15 minutes pre and post meeting. If you require more time, please book additional time.

Equipment rentals. See Appendix A

Preferred configuration: Boardroom Hollow Square Theatre Classroom

No Choice Number of Persons

Note: Failure to return equipment may result in the organization being charged replacement costs.

I have read the 2018 Boardroom Rental Contract and agree with the above terms.

Signature: _____ Position: _____

Date: _____

WiFi password: 25122014

CONTACT INFORMATION:

Organization Name: _____

Contact Person: _____

Address 1: _____

Address 2: _____

Parish: _____ Postal Code: _____

Email: _____

Phone: _____ Fax: _____ Mobile: _____

Chamber Member: Yes No

Number of Days: _____ Total Cost: _____

Rental Date (s): _____

Start Time: _____ End Time: _____

PAYMENT OPTIONS: Credit Card information is required for all bookings.

Choose Payment type:

DIRECT DEPOSIT

CREDIT CARD

CASH

DIRECT DEPOSIT: Butterfield Bank
Account Name: BERMUDA CHAMBER OF COMMERCE
Account Number: 20-006-060-000094-100

*Please state your **Organization Name** as payment reference.*

CREDIT CARDS (select one): Visa MasterCard

Name of Cardholder:

Card Number:

Expiry Date:

Signature:

For Office Use Only:

Chamber Membership Paid:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date Paid:
Rental Fee Paid:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date Paid:
Rec'd by:		Cancellation: Y / N	Refund: Y / N

**Appendix A
Forming part of the Boardroom Rental Contract Agreement**

Audio Visual Equipment Rental Rates

Laptop **\$50**

Projector **\$50**

Sharp Aquos Smart Screen* **\$100** *complete with wireless key board and mouse

Note:

- The Hirer agrees to inspect the equipment on receipt and to notify the Chamber immediately if the equipment is defective or not in working order. If no such notification is given the equipment shall be deemed to be in good working order and fit for purpose and the Hirer agrees to accept and pay accordingly.
- The Hirer agrees to not use the equipment for any purpose for which it was not designed or intended and not to make any alternation, technical adjustments or repairs to the equipment without the consent of the Chamber.
- The Hirer agrees not to remove the equipment from the room.
- The Hirer agrees to accept financial responsibility for replacement or repair if damaged or missing, The repair or replacement decision is at the sole discretion of the Chamber

NOTE: If you require emergency assistance after normal working hours or weekends, please see contact numbers.

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