

Boardroom & Training Centre Rental Package



"Just wanted to say thanks again for the use of your boardroom. We have used it many times in the past and just want to let you know that the facility and staff are excellent. Everything is taken care of when we arrive, the boardroom is always spotless and any questions or concerns are dealt with immediately. Love the fact that staff is always checking to see if we have enough coffee etc. and that there are no issues. Look forward to seeing you soon"

- Greg Stack — Instructor for EETG/EITI Global

2133 Bowen Road, Nanaimo, B.C. V9S 1H8
250.756.1191

Chamber Boardroom & Training Centre Rental Details

Conveniently located close to many amenities and downtown is only a 10 minute drive. Room rentals are available weekdays during chamber office hours (Monday to Friday, 8:30AM—4:30PM) and after hours for evenings and weekends. Members receive a discounted rate. Our boardroom is a private, spacious second floor room with double doors, a beautiful stone fireplace and comfortably seats 20 guests in executive chairs. The Training Centre is on the main floor and is a well appointed classroom setting with windows and tables/chairs that can be set up in various configurations (wheelchair accessible). They are the perfect spots for a community meeting, a small conference, or business meeting. Impress your clients and show your professionalism by meeting at your chamber. FREE parking onsite!

DETAILS

Total Guest Capacity | ☐ Boardroom—Comfortably seats 20 guests
☐ Staples Training Centre—Comfortably seats 20-25 guests

Weekday/After Hours Room Rental Amenities | Please “X” your requirements

- ☐ Boardroom phone (North American and Toll Free calls only)
- ☐ Projector and screen
- ☐ Complimentary Wi-Fi
- ☐ Whiteboard with markers (Training Centre only)
- ☐ Flipchart with markers
- ☐ Small kitchen complete with cutlery and dishes/dishwasher/large fridge
- ☐ Self serve brewed coffee/tea service included
- ☐ Food service \$35 surcharge (includes clean-up)
- ☐ Wheelchair accessible washroom (Training Centre only)

Food Service | No food service is provided by the chamber. You are welcome to use any provider of your choice ,but there will be an additional **surcharge of \$35.00** for clean-up. Need some suggestions? Contact us for our current list of food service members or visit our business directory on our website at www.nanaimochamber.bc.ca.

WEEKDAY ROOM RENTAL RATES

Rate Structure	Half Day 4 hours	Per Day 8 hours max.
Member Rate	\$70	\$140
Non-Member Rate	\$100	\$200

☐ Member Hourly rate (\$35/hour) ☐ Non-member Hourly rate (\$50/hour)

AFTER HOURS ROOM RENTAL RATES (Hourly rate not available)

Rate Structure	Half Day 4 hours	Per Day 8 hours max.
Member Rate	\$85	\$170
Non-Member Rate	\$120	\$240

Room Rental Agreement

CONTACT INFORMATION

Contact Name | _____

Business Name | _____

Billing Address | _____

City | _____ Province | _____ Postal Code | _____

Phone | _____ Mobile | _____

Email | _____

RENTAL DETAILS

Date(s) | _____

Room | _____

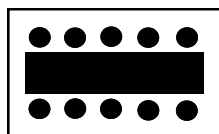
Rental Time(s) | _____

Event/Purpose | _____

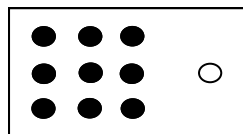
Approximate # of Guests (25 person maximum) | _____

Room Set-Up Configurations (If a different set-up is required, please discuss or set up a site visit)

BOARDROOM



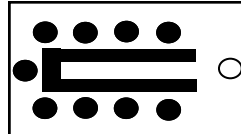
LECTURE



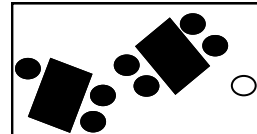
CLASSROOM



U-SHAPE



SMALL GROUPS



A credit card is required to secure your booking. Your card will only be charged in the event that you cancel your booking less than 24 hours prior to the start time or should any chamber property incur damage during the rental (see Terms & Conditions following for details).

Card Number | _____

Expiry Date | _____ Cardholder Signature | _____

Room Rental Terms and Conditions

Confirmation

Bookings are not confirmed or guaranteed until we receive a completed and signed Room Rental Agreement. You will receive confirmation of your booking once the contract has been processed. Completed agreements can be sent to the chamber office in either of the following ways:

Email | MemberServices@nanaimochamber.bc.ca

Delivered or mailed to | 2133 Bowen Road, Nanaimo, B.C. V9S 1H8

Cancellation Policy

If booking is cancelled 24 hours or more prior to booking date, no payment will be required. If booking is cancelled less than 24 hours prior to booking date, the booking charge will be applied to the credit card number provided.

Availability

Boardroom/Training Centre 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. In the case of extenuating or unforeseen circumstances, the Nanaimo Chamber of Commerce reserves the right to cancel the room booking. Should a cancellation occur by the Nanaimo Chamber of Commerce, you will not be charged for the room booking.

The Nanaimo Chamber of Commerce reserves the right to refuse rental of the boardroom & training centre at their discretion. Please note the Nanaimo Chamber of Commerce cannot book outside groups hosting events of a political nature.

Payment

Payment for the room rental must be paid in full within 30 business days from the rental completion date. Cheques are to be made out to the Nanaimo Chamber of Commerce.

Tax

All room rental rates are subject to 5% GST.

Additional Clauses

Rental of the boardroom & training centre includes the following: conference room tables, chairs, projector and screen, phone (boardroom only), white boards/flipcharts, fridge, coffee machine and kitchen area. No tape or pins may be used on the walls. No open flame, confetti or rice may be used in the boardroom. Guide dogs only. NO SMOKING within 3 metres of doorways. Should any of the aforementioned items retain any damage during the time of the rental, leaving the said items in a condition they were not rented in, the cost for professional cleaning and/or servicing, or full replacement value of the damaged item should cleaning and/or servicing not suffice, will be charged to the credit card provided.

I agree to the Terms and Conditions as stated in this Room Rental Agreement, as the renter or an authorized agent thereof.

Renter (signature) _____

Renter Name (please print clearly) _____

Date _____