


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

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!**

Weekday Room Rental Rates

Rate Structure	Half Day 4 HOURS	Per Day 8 HOURS MAX
Member Rate	\$95	\$185
Non-Member Rate	\$140	\$275
Member Hourly rate (\$60/hour)		
Non-member Hourly rate (\$85/hour)		

AFTER HOURS ROOM RENTAL RATES

(Hourly rate not available)

Rate Structure	Half Day 4 HOURS	Per Day 8 HOURS MAX
Member Rate	\$150	\$295
Non-Member Rate	\$195	\$395

Details

Total Guest Capacity

- Boardroom—Comfortably seats 20 guests
- Staples Training Centre—Comfortably seats 20-25 guests

Weekday/After Hours Room Rental Amenities

Please mark your requirements

- Projector and screen, Smart TV, Wifi
- Whiteboard (Training Centre only)
- Flipchart
- Small kitchen complete with re-usable cutlery and dishes/dishwasher/large fridge
- Self serve brewed coffee/tea service
- Food service \$35 surcharge
- 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. There will be an additional surcharge of \$35.00 fo basic 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

ROOM RENTAL AGREEMENT

Contact Information

CONTACT NAME

BUSINESS NAME

BILLING ADDRESS

CITY PROVINCE POSTAL CODE

PHONE MOBILE

EMAIL

Rental Details

ROOM

DATE(S)

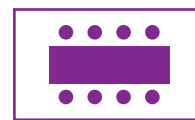
RENTAL TIME(S)

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.



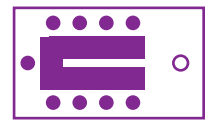
BOARDROOM



LECTURE



CLASSROOM



U-SHAPE



SMALL GROUPS



OTHER

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 3 days 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 & 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: admin@nanaimochamber.bc.ca

Delivered or mailed to:

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

Availability

Boardroom/Training Centre bookings are available on a first-come, first-served basis. The Nanaimo Chamber of Commerce reserves the right to refuse rental of the boardroom & training centre at their discretion.

Payment

Payment by cheque or credit card for the room rental must be received in full prior to occupancy. Cheques are to be made out to the Nanaimo Chamber of Commerce.

Tax

All room rental rates are subject to 5% GST.

Cancellation Policy

If booking is cancelled 3 days or more prior to booking date, no payment will be required. If booking is cancelled less than 3 days prior to booking date, the booking charge will be applied to the credit card number provided.

Additional Clauses

Rental of the boardroom & training centre includes the following: conference room tables, chairs, projector, smart tv and screen, white boards/flipcharts, fridge, coffee machine and kitchen area. No tape or pins may be used on the walls.

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