
Board Room Policies & Rental Agreement Form

The Greater Sudbury Chamber of Commerce is delighted that you are interested in using the chamber's board room, located at 40 Elm Street, Suite 100, in downtown Sudbury.

This form will provide you with information on the reservation process and the conditions for use.

Reservations

Inquiries can be made in person, by telephone or e-mail. **A reservation is not secured until a rental agreement is signed and returned to the chamber.**

Requests for dates and times are subject to availability, though every effort will be made to accommodate all requests.** Priority is given to chamber needs, followed by members on a first come, first served basis.**

Reservations can only be made for room use during regular operating hours. The chamber boardroom is available Monday through Friday, 8:45 am to 4:30 pm.

Cancellation notice must be received three (3) days prior to the reservation date.

The renter assumes all responsibility for arrangements regarding ordering, delivery, set-up and takedown of catering orders. The chamber highly recommends using fellow chamber members for catering and other rental needs. We can provide a list of suppliers if required. Please ensure that cutlery, plates, napkins are included with your catering orders.

Parking

Parking is available on the west side of the Rainbow Centre and is free of charge. Renters are responsible for informing guests of parking availability and the need to present the parking slip to a chamber staff member for validation.

General Booking Information

Your reservation includes, at no charge:

- board room table and seating for 20
- local telephone and speakerphone
- tack boards
- projector screen
- pens & note pads
- internet access
- flip chart stand
- filtered water and glasses

The board room must be left in the same condition as before the event. Please clean up after your event to avoid a \$50 per day cleaning charges.

Note that the Chamber of Commerce has business offices in close proximity to the boardroom. Please keep noise to a minimum.

Additional Equipment Available

Flip chart with paper	\$5 + HST
Coffee Service	\$5 per carafe
LCD Projector	\$80 + HST per day or part thereof
VCR/DVD	\$50 + HST per day or part thereof

*The LCD projector can be used with the VCR/DVD player or with the renter's laptop computer. Please contact the chamber to determine if the laptop and projector are compatible, prior to the booking date.

Coffee service includes one (1) carafe of coffee (serves approximately 10 cups). This service also includes creamers, sugar, and mugs.

Our staff will make every effort to accommodate your meetings needs i.e photocopies, etc., subject to availability. We recommend that you have your meeting requirements prepared in advance.

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Organization _____

Department _____

Contact Name _____

Email Address _____

Address _____

City/Province _____ Postal Code _____

Phone Number _____ Fax Number _____

Date(s) Required _____

Time (to/from) _____

Alternate Dates _____

Equipment Reservations

- Flip Chart with Paper (\$5 +HST)
- Coffee Service for _____.
(\$5 +HST per carafe)
- LCD Projector
- VCR/DVD

Other

Rental Fees

Equipment fee: \$ _____

Room fee: \$0.00 _____

Other fee(s): \$ _____

TOTAL COST: \$ _____

Do you require an invoice? Yes No

It is understood and agreed between the applicant and the Greater Sudbury Chamber of Commerce that the applicant has read the regulations governing the rental of the board room and that the conditions contained therein will be observed.

Date

Signature

Completed form can be faxed to (705) 673-1951

CONFIRMATION OF RESERVATION

OFFICE USE ONLY

Date Rec'd _____

NO CHARGE

Card Type _____

File Completed Date _____

Cash

Card Number _____

Credit Card

Expiry Date _____

Office Signature _____

Cheque # _____

Name on Card _____

Inv. # _____