



Non Profit Video Conference Reservation Agreement

Community Futures Central Island
 14 – 327 Prideaux Street, Nanaimo BC, V9R 2N4
 Phone: 250-591-7499

The following information, pricing, terms and conditions are agreed upon by the scheduling party named below.

Scheduling Party:

Bill to: (if different from info on left)

Company: _____
 Contact: _____
 Address: _____

 Phone: _____ Fax _____
 E: mail: _____

Company: _____
 Contact: _____
 Address: _____

 Phone: _____ Fax _____
 E: mail: _____

Name of the Event: _____

Conference Date(s): _____

Time: From _____ **to** _____ (PST)

	# Of Participants	Name/Telephone of Contact	Room Rental Rate (as per the schedule below)
Nanaimo			

Rental Cost A \$ _____

Additional Community Futures locations if necessary: (list each individual location)

City/End Point	# Of Participants	Name/Telephone of Contact in each location	IP Address	Room Rental Rate (\$100/hr)

Rental Cost B \$ _____

Total Cost \$ _____

Which site will initiate the call? City: _____

Projected costs: Cost are pro-rated based on information provided by scheduling parties and are subject to change based on changes made prior to or at the time of the conference. Please refer to the Terms and Conditions of Rental.

Reservation Fees

Standard Rates	Per hour	\$75
	Half day (3-hours)	\$200
	Full day (0830 – 1630 hrs)	\$375
After 4:30pm Rates	Per hour	\$150

Please note: We do not provide Court Reporters, Videographers or a Sworn Oath but we can assist with local contact information for these services.

Name Authorizing Payment _____ Date _____ Signature _____

Method of Payment Invoice Credit Card

Credit Card Payment Type: _____ Card Number: _____ Exp. _____ CVV _____

Name on Card _____

Scan and email this form with Signature to admin@cfnanaimo.org

Terms and Conditions

- 1) Reservation of videoconference room and equipment will not be held until signed form is received.
- 2) Community Futures Central Island will provide, via e-mail or fax, a reservation confirmation to the booking organizations
- 3) Regular Boardrooms and equipment are available from 8:30 am to 4:30 pm, Monday to Friday. Additional fees may be added to reservations that extend beyond regular business hours.
- 4) The booking organization is responsible for all catering for the event.
- 5) Videoconference room and equipment rentals are based on hourly, half day, and full day fees.
- 6) Videoconference room and equipment rental may not be reduced by unused time and additional use beyond the scheduled time may be restricted
- 7) Cancellation fees: 50% of room rental will be assessed if cancelled two days prior to videoconference, 100% of room videoconference room and equipment rental if canceled within 24 hours of videoconference
- 8) Your credit card will be charged at the conclusion of the videoconference, unless other arrangements have been made.
- 9) In the instance of Internet connectivity issues for Community Futures Central Island at the time of the event, full rebooking will be arranged at no charge.
- 10) Community Futures Central Island and its affiliates are not responsible for delays, postponements, failure of video conferencing technology or cancellations due to unforeseen circumstances and in no way are liable for any loss of use, lost profits, consequential or any other damages. In no event shall any liability exceed the amount of the room rental fee.
- 11) Community Futures Central Island reserves the right to inspect and control all private functions. The Renter shall indemnify, defend and hold harmless Community Futures Central Island from and against all the Renter's use of facilities, provided that such claim, actions, damages, and liability and expenses arise out of or resulting from the actions, inactions, omissions or negligence of the Renter or its agents or guests. The Renter will be held responsible for and damages to the building, equipment, decorations, or fixtures belonging to Community Futures Central Island lost or damaging during the Renter's activities. Any damaged property will be billed to the Renter at replacement cost.