



**Room Rental Reservation Agreement**

**Community Futures Central Island**

#5 – 1200 Princess Royal Avenue, Nanaimo, BC V9S 3Z7  
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: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

E: mail: \_\_\_\_\_

E: mail: \_\_\_\_\_

**Name of the Event:** \_\_\_\_\_

**Date(s) required:** \_\_\_\_\_

**Time: From \_\_\_\_\_ to \_\_\_\_\_ (PST)**

**Name/Telephone of Contact:** \_\_\_\_\_

**Number of participants:** \_\_\_\_\_

**Office Use Only:**

Time of Arrival/Key Pickup \_\_\_\_\_

Time of Departure/Key Drop Off \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

	<b>Half or Full Day 8:30am – 12 noon or 1pm to 4:30pm</b>	<b>Fee (as per the schedule below)</b>
Room Rental		

**Total Fees** \$ \_\_\_\_\_

**Total Cost** \$ \_\_\_\_\_

**Rental Fees**

Rental	Hourly (up to 3.5 hours) 8:30am – 12 noon or 1pm to 4:30pm	Half day (up to 3.5 hours) 8:30am – 12 noon or 1pm to 4:30pm	Full day (8 hours) 8:30am – 4:30pm
Small Meeting Room Rental	\$15	\$35	\$50
Coffee/Tea with Condiments	\$10	\$10	\$10
Flip chart (paper not included)	included	included	included

\*\*\*Access to TV Monitor Required Yes \_\_\_\_\_ or No \_\_\_\_\_

After hour rentals are available upon special request but are not always available. Please contact Brenda at admin@cfnanaimo.org for more information.

Please refer to the Terms and Conditions of Rental found on page 2 of this document.

Name Authorizing Payment \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Method of Payment

Invoice

Visa, Mastercard

\_\_\_\_\_ Number

\_\_\_\_\_ Expiry date

\_\_\_\_\_ CVV (3 numbers on back)

\_\_\_\_\_ Name on card

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



### **Terms and Conditions**

- 1) Reservation of rented room will not be held until signed form is received.
- 2) Community Futures Central Island will provide, via e-mail, a reservation confirmation to the booking organizations
- 3) The booking organization is responsible for all catering of event and for clean up afterwards.
- 4) Room rentals are based on hourly, half and full day fees.
- 5) Room rental may not be reduced by unused time and additional use beyond the scheduled time may be restricted
- 6) Cancellation fees: 50% of room rental will be assessed if cancelled two days prior to reservation, 100% of room rental if canceled within 24 hours of reservation
- 7) Your credit card will be charged at the conclusion of the rental, unless other arrangements have been made.
- 8) Community Futures Central Island and its affiliates are not responsible for delays, postponements 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.
- 9) Room rental includes the use of tables and chairs and equipment as needed and when requested in advance upon reservation of the room. Room rental includes setup fee and full access to the kitchenette, washrooms.
- 10) 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.