

# Fleetwood Conference Centre

#101 - 8459 160th Street, Surrey, BC V4N 0V6 | Web: [www.fleetwoodconference.com](http://www.fleetwoodconference.com)  
Tel: (778) 724-4441 | Fax: (604) 635-1340 | Email: [flbcentre@gmail.com](mailto:flbcentre@gmail.com)

## MEETING ROOM RENTAL AGREEMENT

Company Name: _____	Contact Person: _____	
Telephone Number: _____	Email: _____	
Meeting Date(s) Requested: _____	Meeting Room Requested: _____	
Start Time: _____	End Time: _____	Projected Attendance: _____
Nature of Meeting: _____	Set up Style: _____	
Additional Notes: _____		

Room Type	Hourly Rate	Half Day Rate	Full Day Rate	Weekly
Large Boardroom <i>Suitable for 8-10 people</i>	\$40	\$100	\$150	\$500
Medium Boardroom <i>Suitable for 4-6 people</i>	\$35	\$80	\$130	\$400
Small Boardroom <i>Suitable for 2-4 people</i>	\$30	\$60	\$100	\$300

### **INCLUDED IN YOUR RENTAL FEE**

- Receptionist to greet your guests (9 am – 5 pm)
- Coffee/water/tea
- High speed internet connection/Wi-Fi
- Wall mounted TV
- Use of telephone line (incoming/outgoing)
- Parking

### **ADDITIONAL SERVICES AVAILABLE**

- Video Conferencing @ \$40.00/hour (additional charges may apply) – Please arrive 15 minutes prior to your scheduled meeting in order to learn how to operate the video conferencing equipment. Thank you.
- DVD Player @ \$10/day
- Photocopying @ \$.20/copy
- Scanning @ \$.20/page

**Rental Guidelines**

Any smoking, alcohol use, loud noises or offensive odors are prohibited during use of the boardrooms. The office unit is only intended for use of business operations.

All personal belongings must be removed at the end of the agreed upon usage of the boardroom. Any excess clean up (other than garbage and dishes), damages to the equipment, furniture or walls will be charged to the renter.

**Cancellation**

There is a cancellation fee of \$20.00 (or 50% of the total cost of the boardroom rental), unless notice of cancellation is given two business days or more prior to booked date.

**Payment**

The balance owing will be due at the end of the session and can be paid by cheque or cash.

I have completely read and fully understand the policies, and disclaimers pertaining to the use of the Fleetwood Business Centre's meeting rooms. I agree to be responsible for complying with them and making all payments as called for herein.

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

Date: \_\_\_\_\_