

RENTAL INVOICE Boardroom and Meeting Room

Venture Norfolk reserves the right to refuse rental to any party or entity

4077 Highway #3 East, Box 732 Simcoe, Ontario, N3Y 4T2
Tel: 519-428-2323 fax: 519-428-0074 email: connect@venturenorfolk.ca

Renting Organization: _____ Contact person: _____



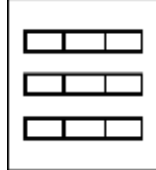
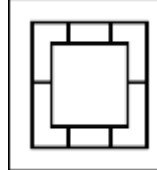
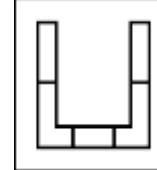
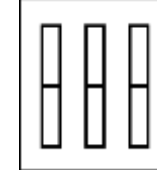
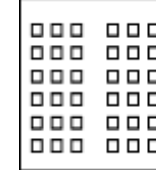
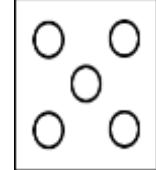
Address: _____

Phone: _____ Fax: _____ E-mail: _____

Date and time of function: (mm/dd/yy) ____ / ____ / ____ at ____ : ____ until ____ / ____ / ____ at ____ : ____

Number of people attending function: _____ Will the group be bringing food onto the premises? ☐ Yes ☐ No

Room Configuration

<input type="checkbox"/> Boardroom  capacity: 15	<input type="checkbox"/> Chevron  capacity: 30	<input type="checkbox"/> Classroom  capacity: 40	<input type="checkbox"/> Conference  capacity: 35	<input type="checkbox"/> U-Shape  capacity: 30	<input type="checkbox"/> Workshop  capacity: 45	<input type="checkbox"/> Theatre  capacity: 70	<input type="checkbox"/> Groups  capacity: 25
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☐ Include head table for _____ persons

	number of days	flat rate	10% discount 3 days in a row	Total
<input type="checkbox"/> Board Room (w/ LCD projector, computer podium)	_____	at \$150	-	\$
<input type="checkbox"/> Meeting Room	_____	at \$25	-	\$

Add the following optional services and equipment:

<input type="checkbox"/> Laptop computer lab	_____ laptops	at \$10/day for each (for on-site use only – up to 16 laptops available)	\$
Reserve following equipment (included with room rental):			
<input type="checkbox"/> Multi-Media Podium <input type="checkbox"/> Flip chart <input type="checkbox"/> LCD projector <input type="checkbox"/> TV/DVD <input type="checkbox"/> Lectern <input type="checkbox"/> Polycom Teleconference Unit <input type="checkbox"/> Whiteboard			HST# 127590545 Venture Norfolk Subtotal: \$ + 13 % HST: \$ 3 rd Party: \$ TOTAL: \$

Room & Equipment Rental Agreement

AV and Equipment Requests

Room rental includes the use of tables and chairs, overhead projector, TV, DVD, polycom teleconference unit, flip chart, lectern and whiteboard when available and when requested in advance upon reservation of room. The Boardroom includes the use of the multi-media podium and LCD projector. Room rental includes setup fee and full access to the kitchenette, washrooms and a phone for local outgoing calls. Room and equipment rentals are subject to HST.

Additional Charges

\$10 fee assessed to any group who leaves the room in a disorderly state (trash left in the room, etc). It is the responsibility of the group renting the facility to do a general cleanup of tables (e.g. food containers, coffee cups). Garbage bags will be provided and are located underneath the sink. Leave the partially filled or full bags in the kitchenette area.

General Terms and Conditions

Prepayment: All functions must be prepaid prior to the function date by cash, cheque, debit or credit card made payable to Venture Norfolk upon receipt of the key. Additional equipment rental on the day of the function (if available) must be paid the same day.

Cancellations: Once the Contract is executed, it is understood that you will be charged any cancellation fees incurred by Venture Norfolk. Cancellations with 7 days prior notice to the date of the event will not be assessed a charge for Venture Norfolk facilities. If the reservation is canceled less than 7 days prior to the date of the event, you will be assessed half (50%) of the room rental fee. In the event that the room is destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence renders the fulfillment of this agreement by Venture Norfolk impossible, this agreement shall terminate, and any rental fee that has been prepaid shall be returned to the Renter. The Renter hereby waives any claims for damages or compensation should this agreement be so terminated.

Board Room & Meeting Room Setup: The room will be setup according to the Room Rental Event Specifications.

Liability and Damages: Venture Norfolk reserves the right to inspect and control all private functions. The Renter shall indemnify, defend and hold harmless Venture Norfolk from and against all the Renter's use of the 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 damages to the building, equipment, decorations, or fixtures belonging to Venture Norfolk lost or damaged during the Renter's activities. Any damaged property will be billed to the Renter at replacement cost.

Room Cleanup: All trash must be disposed of from the rental rooms in the containers/garbage bags provided at the Venture Norfolk facility and the room left in a clean, orderly fashion. An additional fee of \$10 will be assessed for rooms left disorderly.

Alcohol: The Renter will not cause or allow beer, wine, or liquor of any kind to be sold, given away, or used upon the premises subject to this agreement.

Smoking: The building is smoke free. Ash and cigarette butt containers are located outside the main and west door entrances.

I agree to the terms and conditions set forth in this contract and agree to pay all charges relative to the specified rental.

Renter Name: _____ (please print)

Renter Signature: _____ Date: _____