



2010 BOARDROOM RENTAL CONTRACT AGREEMENT

1. The Chamber of Commerce Boardroom is available to rent to both members and non-members for meetings, lectures and seminars.
2. The Bermuda Chamber of Commerce will require **payment in full** by cash, cheque, or credit card before rental of the boardroom commences.
3. In order for Members of the Chamber to receive the Chamber Member Rate, their membership account must be current.
4. Rental includes the use of the Pure Water cooler and flip chart.
5. An LCD projector can be rented at an additional cost. Please contact the front desk for these rates.
6. The boardroom will be set up in boardroom style, unless otherwise requested in advance. All persons utilizing the boardroom are requested to leave it in boardroom style upon completion.
7. Any cancellations must be made **72** hours in advance; otherwise full payment will be invoiced.
8. When booking the boardroom please include the time to set up and breakdown.
9. The client must enter and leave the Boardroom at the agreed upon time.
10. For rentals outside of the regular operational hours of the Chamber, keys must be returned on the following business day. A fee of \$20 will be incurred if the keys are lost.

RATES:

Chamber Members:	½ Day / \$150	Full Day / \$265
Non Members:	½ Day / \$300	Full Day / \$450
Registered Charities:	½ Day / \$55	Full Day / \$100

I AGREE WITH THE ABOVE TERMS:

Company Name: _____

Contact Person: _____

Phone #: _____ Fax : _____

Email: _____

Authorized Signature: _____

½ day Full day: Member Non Member Charity

Rental Date: _____

Start Time: _____ End Time: _____

Cost: _____

For Office Use Only:

Date Paid: _____ Method of Payment: _____

Rec'd by: _____ Cancellation: Y / N Refund: Y / N