



# Community Futures North Fraser Boardroom Rental Application Form

## Contact Information:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) Required: \_\_\_\_\_ Time: \_\_\_\_\_

## Rate:

- Non-Profit Group     \$35 half/ \$75 full = \_\_\_\_\_
- Business                 \$75 half/ \$125 full = \_\_\_\_\_

## Rental Information:

- 0-4 hours is half a day, 4-8 hours is a full day.
- Available Weekdays 8:30 am to 4 pm, excluding holidays. Weekends are available upon request
- Free WIFI, usage of TV, Audio and the whiteboard are included in the rates.
- A minimum of 24hr cancellations is required for a full refund, cancellation within 24hrs will see a half-day charge.
- The room capacity is fifteen people (approximately)



# Boardroom Rental Agreement

I, \_\_\_\_\_ have read and accept the terms and conditions listed above for the use of the Community Futures North Fraser Boardroom. I undertake to conform to the terms and conditions and will indemnify and save harmless the renter/owner in accordance with the attached terms and conditions.

Renter Name: \_\_\_\_\_ Date: \_\_\_\_\_

Community Futures North Fraser Staff: \_\_\_\_\_

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

Please email the completed form to [info@northfraser.org](mailto:info@northfraser.org) or drop it off at our office.