



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 + GST = _____
- Business \$75 half/ \$125 full + GST = _____

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 7 days' notice is required for a full refund, cancellation made within 7 days will incur a half-day charge.
- The room capacity is fifteen people (approximately)
- We only take payment in form of a cheque payable to Community Futures North Fraser or e-transfer to info@northfraser.org (Password answer is to be Mission)



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 or drop it off at our office.