

# Columbia Valley Chamber of Commerce

## 2019 Space Rental Agreement



www.cvchamber.ca

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### *Representing the communities of:*

- ▲ Invermere
- ▲ Brisco
- ▲ Spur Valley
- ▲ Edgewater
- ▲ Canal Flats
- ▲ Radium Hot Springs
- ▲ Spillimacheen
  - ▲ Wilmer
  - ▲ Panorama
  - ▲ Windermere
- ▲ Fairmont Hot Springs

Thank you for choosing the Columbia Valley Chamber of Commerce (CVCC) and Visitor Information Centre for your function. In order to ensure your function is a success, **please note the following requirements for the use of the facility.**

- **The Renter** is responsible for set up and breakdown of chairs and tables.
- **The Renter** agrees to pay for the booking in advance by cheque, cash, Debit, Visa or MasterCard. 50% at time of booking and 50% when key is picked up.
- **The Renter** agrees to provide a credit card for damage deposit to which the costs of any damages incurred will be charged.
- Decorating: **All decorating plans must be reviewed by management.**
  - Mounting Putty is the **only** product that may be used. **Tape, pins and tacks are NOT ALLOWED.**
- **The Renter** agrees to pick up the hall key prior to the function and leave it with the Chamber office staff immediately after event. (per instructions of Chamber staff) – in the event the key is not returned the event organizer will be charged for costs associated with changing the locks.
- **The Renter** is responsible for any damages and losses incurred to the Chamber and Visitor Information Centre.
- **The Renter** agrees to clean facility. **(Cleaning services available for \$35/hour)**
  - Cleaning tools and products are in the closet off of the kitchen
  - Floors (hall, kitchen & bathrooms)
  - Bathrooms will be left clean (sinks, counter top, toilets and urinals)
  - Chairs and tables returned to storage positions – as per instructions in the storage area
  - Remove all garbage (bags provided)
  - If kitchen is used for food preparation and/or service the kitchen is to be completely cleaned, including sinks, counter tops, stove tops, oven interior, fridge interior and kitchen washroom. The dishwasher is to be emptied, turned off and door left open. As per instruction sheet on the door.
- **The Renter** agrees to follow by-laws and ensure no illegal activity is taking place.
- **The Renter** is responsible for turning off lights and locking doors and windows and checking heat.
- **The Renter** is responsible for the actions of the event attendees.
- **In the event that the building alarm system is set off a fine of \$100** will be applied to the credit card on file for the damage deposit. Each occurrence will result in a **\$100 fine.**
- **A minimum of 72 hours is required for cancellations at which time a 50% administration fee will be levied.**
- **There will be a \$25 charge for lost keys.**

Failure to comply with the terms of this agreement may result in additional charges and or refusal for future bookings.

Please sign and return to the address or fax number noted below:

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone #: \_\_\_\_\_