



BRANDON CHAMBER OF COMMERCE BOARDROOM RENTAL AGREEMENT

1043 Rosser Avenue
Brandon, Manitoba R7A 0L5
T: 204-571-5340
info@brandonchamber.ca
www.brandonchamber.ca

The Brandon Chamber of Commerce grants permission for the use of the boardroom as outlined, subject to the Terms and Conditions of this Agreement.

Renter

Name of Organization:

Name of Contact:

Phone:

Email:

Scheduling

Please note that total rental time ***includes prep and clean up times***

Date(s) Required:

Start time:

End Time:

FOR INTERNAL USE

Amount:

Invoice #:

Boardroom:

Downstairs

Upstairs (Main Floor)

Equipment Needed (included in rental):

Wifi

Coffee/Tea (cost is \$10.00/pot)

Dry Erase Board/Easel (Must supply own markers)

Digital Screen with

HDMI (Must supply own laptop)

Rental Fees: (plus GST)

Chamber Hours of Operation: Monday to Friday 8:30AM to 5:00PM

Member (Meeting)		Non-Member (Meeting)		Photo Shoot (Board Room Only)	
Full Day (4-8hrs)	\$150.00	Full Day (4-8hrs)	\$200.00	Full Day (4-8hrs)	\$500.00
½ Day (4hrs or less)	\$100.00	½ Day (4hrs or less)	\$150.00		

Special Requests/Notes:

The undersigned agrees to be bound by the Rental Agreement and the Terms of Conditions and has the authority to sign on behalf of the organization.

Signature

Date