**BACD Boardroom/Meeting Room Rental**

**Guidelines and Rules Agreement**

1. Room availability is on a first come first serve basis and can be booked during BACD’s hours of operation Monday–Friday 8:30am–4:30pm by phone or email. For rental dates/times please contact Client Services by phone (905) 668 4949 or email [clientservices@bacd.ca](mailto:clientservices@bacd.ca)
2. The rental fee which includes the following

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| **Rooms Available** | **Full Day Rate** | **Half Day Rate** | **Includes:** |
| Boardroom (max capacity 25) | $150.00 | $90.00 | Coffee,Tea Water, Wifi, Projector, Flipchart |
| Small Meeting Room (max capacity 6) | $100.00 | $75.00 | Coffee,Tea Water, Wifi, TV, Flipchart |
| Evening Rental (5:00pm-9:00pm) | $175.00 |  | Coffee,Tea Water, Wifi, Projector, Flipchart |
| Weekend Rental | $300.00 | $200.00 | Coffee,Tea Water, Wifi, Projector, Flipchart |
| Podcast Studio Rental | $50 per hour | $50 per hour | Mic & stand, pop filter, Mac Laptop (using Audacity) - bring USB to download audio files |
| Livestream / Video Studio rental | $60 per hour | $60 per hour | Mic & Stand, Pop filter, Mac laptop, green screen, lighting, bring own camera +usb |

1. Payment for the room rentals is accepted in cash, by cheque or Interac e-transfers and is due forty-eight (48 hours) prior to date of rental. Rental fees are refundable and subject to change. NSF and/or returned cheques are subject to a $25.00 administration fee.
2. A minimum of forty-eight (48) hours’ notice is required for cancellation or changes to rental booking. To cancel or change booking date/time please contact Client Services Administrator (905) 668 4949 x221 or email [clientservices@bacd.ca](mailto:clientservices@bacd.ca)
3. We ask groups or organizations using the rental rooms to be respectful of the business environment in the offices and as such to keep interactions in the front foyer to a minimum.
4. Please conduct all your meeting activities as well as any materials you use within the rented room.
5. We ask that the rooms be left tidy with furniture organized to the original setup. Flip chart, markers and white board to be left in the same condition as initially found. Please place all garbage/recycling in the designated containers provided and to clear tables, chairs, counters and floor of debris at the completion of rental and take leftover catering with you. BACD will be responsible for cleaning BACD glass cups, pitchers, etc.
6. Meeting Room audio-visual equipment is only available within the meeting room and to be left in the same condition as initially found
7. The Renter is responsible for paying any and/or all damage done to facilities, furnishings, supplies and equipment during the rental period. All damages must be reported to Client Services Administrator immediately. Renter is expected to cover the cost of all repairs, replacement and extra cleaning if required as a result of the rental.
8. BACD is not responsible for personal items or business equipment brought into rooms or left behind throughout the day and does not store meeting materials/equipment prior to or after the rental date.
9. No flip chart paper, unless you bring the Post It Paper, should be taped or tacked onto any painted walls, doors, project screen, windows or suspended from ceilings.
10. For your own safety please do not stand on tables, chairs or counters.
11. Food and non-alcoholic beverages may be served in boardroom and meeting room. **No access is available to the staff kitchen**. Food orders, deliveries and payment are the sole responsibility of Renter. Catered events to be arranged by Renter with advanced notification given to Client Services Administrator. All catering and rental equipment brought in is the renter’s responsibility to clean up and take away/remove upon completion of rental.
12. The Smoke Free Ontario Act designates all buildings smoke free. The Renter will ensure smoking is not permitted inside the suite, facility building or within posted exterior building regulations.
13. Renter agrees to inform guests of location of BACD parking lot and event including all pertinent instructions to attendees.
14. It is the responsibility of renter to ensure their group members complies with BACD meeting room rules and building’s fire codes.
15. It is understood; BACD is in no way responsible for any personal injuries, property damages, lost or stolen items or other liabilities that may be incurred during use of the facility. Renter and their guests agree to release indemnity and hold on BACD harmless of such damages.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, representing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full Name) (Name of group, organization)

have read and agree to rent the room on the date and time arranged and to pay fees and to ensure compliance with the guidelines and rules contained herein this agreement.

Dated this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_

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Name Signature of Renter