



Chamber of Commerce
BRANTFORD • BRANT
Linking Economic Prosperity with Quality of Life

BOARDROOM RENTAL REQUEST FORM

Member Business _____

Contact Person _____ Tel _____

Email _____ Fax _____

Requested rental date: / / Second choice / /
DD MO YY DD MO YY

Time of day required: _____ to _____ (including setup and takedown)

Room setup: Theatre-style Boardroom-style Other (please specify below)

Please check the items required. Note: members are invoiced at time of reservation for boardroom rental and any equipment. Refunds will be issued for cancellations received 30 days or more in advance of reservation.			
ITEM	DETAILS	RENTAL FEE	√
Boardroom Rental	Hourly	\$10	
	Half day (4hr)	\$30	
	Full Day (8:30 - 4:30)	\$50	
Projector & Screen	Hourly	\$20	
	Half Day	\$60	
	Full Day	\$100	
*Teleconferencing	Hourly	\$5	
	Half Day	\$15	
	Full Day	\$25	
*Please note that any long distance charges incurred will be invoiced separately			
Wireless internet connection	Password supplied at time of setup	N/C	
Television	With built-in DVD & VCR	N/C	
Hospitality			
Coffee	Per pot. Includes cream & sugar	\$7	
Tea	Per pot. Includes milk & sugar	\$5	
Filtered Spring water	Per pitcher	\$1	
Workshop supplies	Flip chart stand with paper & markers (two stands available)	\$5	
Total			

For more information, please contact the Chamber office (519) 753-2617.
Completed request form should be faxed to (519) 753-0921.