


VRCA Room Rental Agreement

If you’re looking for versatile space to host your next meeting, seminar, or training session, look no further! At VRCA, we have two meeting rooms for you to choose from:

BOARD ROOM	TRAINING ROOM
Seated Capacity: 20	Seated Capacity: 32
Fully equipped to include virtual attendees (additional \$50 tech support fee)	Projector and large screen available
Member Price \$400	Member Price \$450
Non-Member Price: \$550	Non-Member Price: \$600
Availability: M-F, 8:00am - 4:00pm (additional fees will apply outside of regular hours)	Availability: M-F, 8:00am - 4:00pm (additional fees will apply outside of regular hours)

VRCA Advantages & Amenities

 <p>Centrally located at Hwy 1, Hwy 7, & Boundary Rd.</p>	 <p>Complimentary Parking</p>	 <p>Flexible room set-ups</p>
 <p>Freshly brewed coffee available*</p>	 <p>Catering services available**</p>	 <p>Hybrid-meeting technology</p>

Freshly Brewed Coffee	\$35/Carafe* • 20-cup carafe
Catering Management	20% service charge (before-tax catering total)** • VRCA will work with you to arrange delivery for breakfast and/or lunch • Plates, cutlery and napkins will be provided

All room rentals are based on availability and require a 50% deposit at the time of booking. 30-days written notice is required for refund.

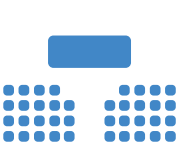
Please complete the form below to book a meeting room.

<div>COMPANY NAME</div>		VRCA MEMBER?	YES	NO
<div>CONTACT NAME</div>		<div>JOB TITLE</div>		
<div>EMAIL</div>		<div>PHONE NUMBER</div>		
<div>BILLING ADDRESS</div>				
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MEETING ROOM REQUIREMENTS

		BOARDROOM
<div>DATE(S) REQUESTED</div>	<div># OF ATTENDEES</div>	TRAINING ROOM
<div>ARRIVAL TIME</div>	<div>DEPARTURE TIME</div>	
VIRTUAL OPTION (Boardroom only; \$50 additional tech fee)		YESNO
SCREEN AND PROJECTOR REQUIRED		YESNO

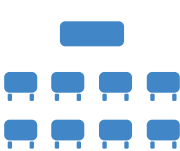
ROOM CONFIGURATION REQUESTED




Theatre Style



U-Shape




Classroom



Clusters

of chairs per cluster _____



Boardroom

Total number of seats: _____

Other requests – please specify here _____

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FOOD AND BEVERAGE SERVICES

Coffee (\$35/Carafe)	YES	NO			
	Start of meeting	Morning Break	Lunch	Afternoon Break	
Do you require catering?	YES	NO			

If yes, VRCA will contact you at a later date to confirm food orders, allergies and delivery times. This will be a separate invoice billed to you after your event.

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BILLING

50% room rental deposit required at time of booking. The day after your event, VRCA will invoice the balance due. 30-days written notice is required for deposit refund. By signing this Room Rental Agreement, you are making use of VRCA Meeting Room(s) at your own risk. Rooms are provided to you on an “as is” and “as available” basis. Additional fees may also be charged for the purpose of repairing damage, replacing equipment, and/or cleaning, if required.

Room rental cost (before taxes): _____

VISA	MASTERCARD	AMEX
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<div>CREDIT CARD NUMBER</div>		<div>EXPIRY DATE</div>
<div>CARD HOLDER NAME</div>	<div>SIGNATURE</div>	<div>DATE</div>