



**BOARDROOM RENTAL FORM**  
2007 Rates

Daily Rates (Monday –Friday):

1<sup>st</sup> Hour Complimentary

Additional time \$15.00/hr. or part thereof

Evening Rates (Monday – Friday):

Evening Meetings 7:00 pm – 9:00 pm \$45.00

Kitchen Rates

Coffee (includes cups, cream and sugar) \$10.00/carafe (8 cups)

**\*\*\*\*\*ALL RENTAL COSTS DUE THE DAY OF THE BOOKING\*\*\*\*\***

**ALL RESERVATIONS MUST BE MADE THROUGH THE BOARD OFFICE**

Date Room required: \_\_\_\_\_ No. of people expected: \_\_\_\_\_

Coffee required:     Yes     No    # of Carafes: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Total estimated charges as per the above reservation: \$ \_\_\_\_\_ (plus GST)

Signature: \_\_\_\_\_

Method of Payment:     Cash     Cheque     VISA     MasterCard

Account # \_\_\_\_\_ Exp. Date: \_\_\_\_\_