

# Meeting Room Features

The Delta Chamber of Commerce is pleased to offer our upstairs meeting room for rent.



## Features

- Space for up to 16 guests
- Private (separate) washroom
- Complimentary Wi-Fi
- Ample FREE Parking
- Mini kitchen (bar fridge, sink, microwave, Keurig coffee machine, kettle)
- Room-specific HVAC (with both heating & air conditioning)
- 8 mobile training tables
- 13 Mobile ergonomic chairs (additional folding chairs available)
- Coffee/Tea service
- Plates, cutlery and glassware for 16
- Projector and screen, whiteboard, and AV hook-ups
- Conference call & virtual video meeting capabilities
- Ceiling-mounted projector and screen (AV hookups included)
- Large wall-mounted whiteboard & 2 mobile flipchart easels

Please note this space is located on the second floor - 14 stairs. It is not accessible by wheelchair.

## Rental Rates

Monday - Friday

1/2 Day (4 hours) Members \$100

Non-Members \$175

Full Day (8 hours) Members \$200

Non-Members \$350

Before 8 am or after 5pm

add \$30 per hour\*

Weekend or Holiday surcharge

add \$100 - 4 hours\* \$175 - 8 hours\*

*\*Limited Availability*

*\*\*GST will be added to final invoice.*

*Cancellation requires 48 hours notice for refund.*

# Meeting Room Rental Contract

## Terms & Conditions

The Delta Chamber of Commerce agrees to rent the Delta Chamber meeting room located at 6201 60 Avenue, Delta, BC, V4K 4E2 to:

Organization Name \_\_\_\_\_

Contact name \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Date of Rental \_\_\_\_\_

Times (including set up/take down) \_\_\_\_\_ # of Guests? \_\_\_\_\_

Table configuration? (square, rectangle, lecture)\* \_\_\_\_\_

Check all that you will be using: Speaker phone ☐ Camera ☐ Projector + Screen ☐

Coffee pods ☐ Pot of coffee ☐ Tea ☐ Plates/cutlery ☐ Flipchart(s) ☐ Markers ☐

*\*We recommend rectangle configuration if using projector*

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## Additional Costs

Arrange Catering? Yes ☐ No ☐

Add tablecloths ☐ Add place cards ☐

Photocopies + Printing available on site, 2¢ B&W, 10¢ Colour (per page)

Reservations must be paid in full at the time of booking. *Credit cards will be kept on file for incidentals / extended usage.* By signing this agreement, users accept all risk and liability for any damages to the space and assume all liability for any possible injuries or damage of personal property for themselves, their staff, and their guests. User agrees to remove anything that they have brought into the space when their rental has ended.

\*\*\* I have read, understand and agree to the terms of this rental agreement \*\*\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

Please email this signed agreement to [events@deltachamber.ca](mailto:events@deltachamber.ca).

Payment can be made by phone 604.946.4232 or by e-transfer to [bookkeeper@deltachamber.ca](mailto:bookkeeper@deltachamber.ca)