

BILLING INFORMATION:

Organization:

Contact name:

Address:

City: Province: Postal Code:

Phone: Fax:

Email address:

Non-members: All room rentals must be paid in full at time of booking

ROOM INFORMATION:

Date of function:

Room name: Room rate (before GST):

of expected guests: Room setup if applicable (extra cost):

GST:

TOTAL:

Classroom	Capacity		Member Rates	Non-member Rates
	With tables	Theatre	Full-day	Full-day
1-1	60	100	\$280	\$350
1-2	60	100	\$280	\$350
1-1 & 1-2	120	200	\$520	\$650
3-2	30	N/A	\$160	\$200
3-3	30	N/A	\$160	\$200
3-4	24	N/A	\$160	\$200
Room setup	N/A		\$75	\$75

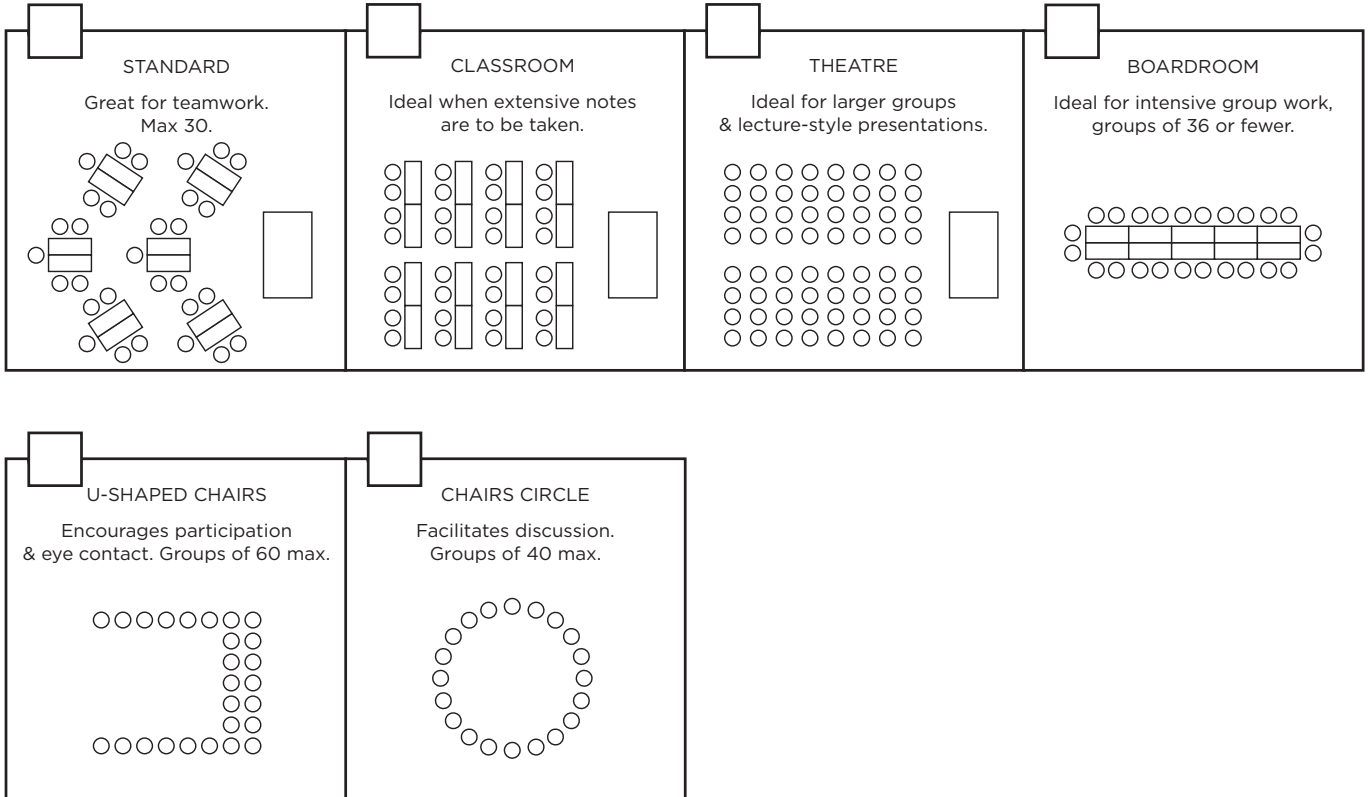
Half-day and hourly rates are not available for classrooms. Rates are subject to change. Rates do not include GST.

Computer Lab	Capacity	Rates	
		Half-day	Full-day
3-1	30	\$650	\$1,300

Rates are subject to change. Rates do not include GST.

Materials & photo copying are not a service that is provided by CREB®.

ROOM SETUP DIAGRAMS



TERMS & CONDITIONS

Room Rental

- This signed agreement and the payment of the full booking fee will be confirmation of room rental.
- CREB® reserves the right to refuse room rental to anyone for any reason at any time.
- Free parking is included with all room rentals.

Setup

- Contact CREB®'s Facilities department upon arrival. They will assist you to your classroom and be your point of contact.
- Building hours are from 8:15 a.m. to 5 p.m., Monday to Friday (excluding holidays).
- CREB®'s loading dock is available Monday to Friday, from 8:30 a.m. to 5 p.m.
- CREB® will not be responsible for any damages or loss to transferred materials on CREB® property.
- Facilitators and members are responsible for their own arrangements for shipping and receiving of materials and props.
- Room setup and guest numbers must be finalized at least seven (7) days prior to the event.
- Any decorations or signage must be approved by the manager of CREB®'s Facilities department.
- Room must be put back to original state. Facilitator(s) will be charged \$75.00 if room is not put back in its original state
- Non-standard room setup and take down can be requested at a charge of \$75.00.

Equipment

- All classrooms are equipped with AV equipment, including an LCD projector and an Elmo projector.
- Microphone and whiteboards are complimentary with all classroom rentals.

Damages

- Non CREB® members - Facilitator(s) renting a room will be charged by credit card for any damages
- CREB® members renting a room will be charged on their CREB® account for any damages

Cancellations

- All cancellations must be received in writing.
- Cancellations received with five (5) or less business days' notice from the date the room is to be rented are required to pay the full room rental amount.
- Cancellations received with more than five (5) business days' notice from the date the room is to be rented will be refunded the room rental amount, less a \$50.00 administration fee, via original payment method.

Miscellaneous

- Any advertising done on the part of the facilitator must contain a disclaimer acknowledging that the course is not sponsored and/or endorsed by CREB®. Only the location may be used in advertising.
- Alcohol will not be permitted on CREB® property
- It is understood that CREB® is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold CREB® harmless of any such damages.
- To ensure compliance with Payment Credit Card Industry Data Security Standards, CREB® uses a "service provider" to store, process, or transmit credit/debit cardholder data on our behalf. The service provider is required to comply with Payment Credit Card Industry Data Security Standards and validate their compliance to Payment Credit Card Industry Data Security Standards through the services of a QSA.

By signing this agreement, I have read and agree with the above terms and conditions of CREB®.

Name (please print):

Signature:

Date:

I have authority to bind the organization

FOR OFFICE USE ONLY:	
Authorized by: CREB® Facilities Department	Date:
Date of payment received:	Date of refund made (if necessary):

All room rental agreements must be emailed to room.rentals@creb.ca