



# INVOICE

# Boardroom/Videoconference/Webcast

*NDBDC reserves the right to refuse rental to any party or entity*

Box 732, #4077 Highway 3 East, Simcoe, Ontario, N3Y 4T2 tel: (519) 428-2323 fax: (519) 428-0074 email: ndbdc@ndbdc.com

Renting Organization: \_\_\_\_\_ Contact person: \_\_\_\_\_

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


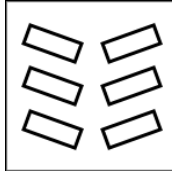
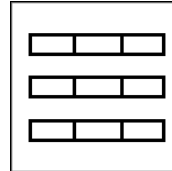
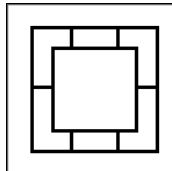
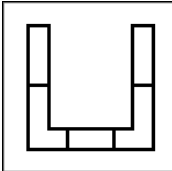
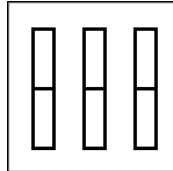
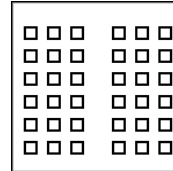
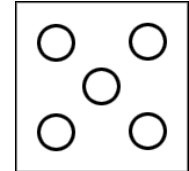
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Function type: \_\_\_\_\_ (e.g. Meeting, Training, Interview, Demonstration, Social)

Date and time of function: (mm/dd/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_:\_\_\_\_ until \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_:\_\_\_\_

Number of people attending function: \_\_\_\_\_ Will the group be bringing food onto the premises?  Yes  No

### Room Configuration

|  |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|
| <input type="checkbox"/> Boardroom   | <input type="checkbox"/> Chevron  | <input type="checkbox"/> Classroom  | <input type="checkbox"/> Conference   | <input type="checkbox"/> U-Shape  | <input type="checkbox"/> Workshop   | <input type="checkbox"/> Theater  | <input type="checkbox"/> Groups   |
|  |  |  |  |  |  |  |  |
| capacity: 15   | capacity: 35  | capacity: 43  | capacity: 40  | capacity: 30  | capacity: 45  | capacity: 70  | capacity: 25  |

|   |  |                                    |                                   |  |              |
|---|--|------------------------------------|-----------------------------------|--|--------------|
| <input type="checkbox"/> Include head table for _____ persons               |  | <b>half days<br/>(up to 4 hrs)</b> | <b>full days<br/>(over 4 hrs)</b> | <b>10% discount on<br/>3 days in a row</b> | <b>Total</b> |
| <input type="checkbox"/> Board Room (w/ LCD projector, computer podium)     |  | at \$100 +                         | at \$125                          | -  | \$           |
| <input type="checkbox"/> Extension Room (w/ LCD projector, computer podium) |  | at \$40 +                          | at \$50                           | -  | \$           |
| <input type="checkbox"/> Meeting Room                                       |  | at \$15 +                          | at \$25                           | -  | \$           |

**Add the following optional services and equipment:**

|   |  |  |    |
|---|--|--|----|
| <input type="checkbox"/> Videoconferencing  |  | <b>half days (4 hrs) at \$50</b>                                   | \$ |
| <input type="checkbox"/> ISDN Gateway if required   | <i>Billed by 3<sup>rd</sup> party provider (VSI), contact NDBDC for quote</i>                              |  |    |
| <input type="checkbox"/> Joining multiple locations   | locations ×  | hours at \$30  | \$ |
| <input type="checkbox"/> Webcasting   |  | <b>half days (4 hrs) at \$50</b>                                   | \$ |
| <input type="checkbox"/> Re-broadcasting for more than 5 viewers <i>(billed by 3<sup>rd</sup> party, contact NDBDC for quote)</i> |  |  |    |
| <input type="checkbox"/> Laptop computer lab  |  | <b>up to 6 computers at \$10/day each (for on-site use only)</b>   | \$ |
| <input type="checkbox"/> After-hours staff  |  | <b>hours at \$50 / hr (if required outside of Mon-Fri 8am-5pm)</b> | \$ |
| <input type="checkbox"/> Coffee (includes coffee maker and supplies)  | <input type="checkbox"/> less than 30 persons at \$5 <input type="checkbox"/> more than 30 persons at \$10 |  | \$ |

**Reserve following equipment (included with room rental):**

- Whiteboard    Flip chart    Overhead projector    TV/VCR    Lectern

GST# 127590545

|                       |           |
|-----------------------|-----------|
| NDBDC Subtotal:       | \$        |
| + 6% GST:             | \$        |
| 3 <sup>rd</sup> Party | \$        |
| <b>TOTAL:</b>         | <b>\$</b> |

# Room & Equipment Rental Agreement

## AV and Equipment Requests

Room rental includes the use of tables and chairs, overhead projector, TV, VCR, flip chart, lectern and whiteboard when available and when requested in advance upon reservation of room. Boardroom and extension include use of computerized podium and LCD projector. Room rental includes setup fee and full access to the kitchenette, washrooms and a phone for local outgoing calls. Room and equipment rentals are subject to GST.

## Additional Charges

\$10 fee assessed to any group who leaves the room in a disorderly state (trash left in the room, etc). It is the responsibility of the group renting the facility to do a general cleanup of tables (e.g. food containers, coffee cups). Garbage bags will be provided and are located underneath the sink. Leave the partially filled or full bags in the kitchenette area.

## General Terms and Conditions

**Prepayment:** All functions must be prepaid prior to the function date by cash or cheque made payable to the NDBDC upon receipt of the key. Additional equipment rental on the day of the function (if available) must be paid the same day.

**Cancellations:** Once the Contract is executed, it is understood that you will be charged any cancellation fees incurred by the NDBDC for videoconferencing or webcasting reservations. Cancellations with 7 days prior notice to the date of the event will not be assessed a charge for NDBDC facilities (3<sup>rd</sup> party videoconference/webcasting cancellation charges may still apply according to their policies). If the reservation is canceled less than 7 days prior to the date of the event, you will be assessed half (50%) of the room rental fee. In the event that the room is destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence renders the fulfillment of this agreement by NDBDC impossible, this agreement shall terminate, and any rental fee that has been prepaid shall be returned to the Renter. The Renter hereby waives any claims for damages or compensation should this agreement be so terminated.

**Board Room & Meeting Room Setup:** The room will be setup according to the Room Rental Event Specifications.

**Liability and Damages:** NDBDC reserves the right to inspect and control all private functions. The Renter shall indemnify, defend and hold harmless NDBDC from and against all the Renter's use of the facilities, provided that such claim, actions, damages, and liability and expenses arise out of or resulting from the actions, inactions, omissions or negligence of the Renter or its agents or guests. The Renter will be held responsible for and damages to the building, equipment, decorations, or fixtures belonging to NDBDC lost or damaged during the Renter's activities. Any damaged property will be billed to the Renter at replacement cost.

**Room Cleanup:** All trash must be disposed of from the rental rooms in the containers/garbage bags provided at the NDBDC facility and the room left in a clean, orderly fashion. An additional fee of \$10 will be assessed for rooms left disorderly.

**Intoxicating Liquors:** The Renter will not cause or allow beer, wine, or liquor of any kind to be sold, given away, or used upon the premises subject to this agreement.

**Smoking:** The building is smoke free. Ash and cigarette butt containers are located outside the main and west door entrances.

I agree to the terms and conditions set forth in this contract and agree to pay all charges relative to the specified rental.

Renter Name: \_\_\_\_\_ (please print)

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_