



POWELL RIVER REGIONAL DISTRICT

CONFERENCE ROOM BOOKING CONTRACT

Name: _____

Group Name: _____

Mailing Address: _____

Phone/Fax: _____ Email: _____

Purpose of Booking: _____

Number of Participants (Estimated): _____ (Max. Occupancy: 40 persons)

Date(s) Requested: _____

Times: From: _____ a.m./p.m. to _____ a.m./p.m. (please include set up time)

Terms and Conditions

- Room usage shall be on a first come, first serve basis once booking contract is on file.
- Room availability is Monday-Sunday 7:00 a.m. – 9:00 p.m.
- The Powell River Regional District reserves the right to cancel the booking in extraordinary circumstances.
- All not-for-profit user groups must complete a room booking contract.
- Cancellation must be done one week prior to the scheduled event or the user group may lose the privilege of using the facility in the future.
- Set up and clean-up is the responsibility of the user group.
- User groups are responsible for any damage to the facility and/or contents or fixtures. All damages must be reported to the Powell River Regional District staff immediately
- The room must be left in a neat, clean and orderly condition, including **removing your garbage when you leave**. If these conditions are not met, a Room Clean-up Fee of \$200.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the user group. User groups will be charged for any necessary repairs or replacement.
- User groups understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- It is understood that the Powell River Regional District is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of the facility. User groups agree to release indemnity and hold the Powell River Regional District harmless of any such damages.
- All Powell River Regional District facilities are drug, alcohol and smoke free.

By signing and returning this form the user group hereby agrees to the usage policies set forth.

If violation to any of these conditions set forth in this agreement occurs, the user group may be subject to monetary penalties and may lose the privilege of using these facilities in the future.

Signature _____ Date _____

The form must be returned as soon as possible in order to confirm your meeting room date and time. Return completed form to:

**Matt O'Halloran, Manager of Administrative Services
Powell River Regional District
#202 – 4675 Marine Avenue
Powell River, BC V8A 2L2
Phone: 604-485-2260
Email: Matt.OHalloran@powellriverrd.bc.ca**

FOR OFFICE USE ONLY			
Approve	Deny	Date Key/Code Supplied	Date Key Returned
Comments			