



Community Meeting Room Booking Form

Name of Business/Association: _____

Address (physical and mailing): _____

Contact Name: _____

Phone #: _____

E-mail: _____

Date(s) of meeting room booking: _____

Time of meeting: _____

Number of hours (if hourly rental): _____

Fees: Renters will be invoiced

Hourly (up to 3 hours): \$40.00 per hour

Not-for-profit Hourly (up to 3 hours): \$25.00 per hour

Half Day (up to 5 hours): \$150.00

Full Day (6+ hours): \$300.00

Tourism Tofino Not-for-Profit Member (admin use only)

Fees: (To be completed by Tourism Tofino)

Rental Fee:

GST:

Total Fee:

Terms and Conditions:

i) **Meeting Room Availability:** room will be open no earlier than 9:00 a.m. unless arranged and approved by Tourism Tofino in advance.

ii) **Security:** the meeting organizer is required to contact Tourism Tofino at least 3 days prior to the meeting to arrange access. Contact:

Jess McGarry, Visitor + Member Services Manager: jess@tourismtofino.com

Phone: 250-780-7380, Cell: 519-387-4877

iii) **Cleaning fee:** \$50.00. This will be applied to invoice if room is not left in same condition as found. Includes dishes not washed, dried and put away, and tables and counters not cleaned.

iv) **Damage:** The cost to repair any damage will be charged to the renter. This includes damage caused by tape, thumbtacks, markers or any other item.

v) **Cancellation:** Cancellations not received 48 hours in advance of the meeting are subject to a 50% cancellation fee.

Meeting Room Capacity:

- Open Square and Classroom: 18 people
- U-shape: 15 people

Equipment and supplies provided:

- 75" smart TV with HDMI cable
- WIFI (use Tourism Tofino Guest network)
- Flip chart (on request)
- 6 Tables (2 x 5' and 4 x 6')
- 18 Chairs
- Mugs and glasses
- Basic cutlery
- Coffee maker and filters
- Kettle
- Sink, dish soap, towels, drainage rack
- Refrigerator

Equipment and supplies NOT provided:

- Tape
- Markers
- Power bars and extension cords
- Food including sugar, sweeteners, coffee and tea
- Plates and napkins

Fees:

Rental Fee:

GST:

Total Fee:

Renter Agreement:

I agree to the terms and conditions of this room rental:

Renter's Name: _____

Renter's Signature: _____

Date: _____

For office use only:

Name of authorizing staff: _____

Date of authorization: _____

Security Access required Y/N: _____

Administration steps:

1. add booking to calendar
2. provide copies of form to both VS Manager & Financial Administrator
3. Administration to invoice