

# Alberta Resource Centre for Quality Enhancement

...for early learning and care services

## Boardroom Rental Form

### Rental Rate options

- **Large Board Room** (training room style)  
Seating Capacity: 35-40  
Rates: \$150/day or \$100/half-day
- **Small Board Room** (boardroom style)  
Seating Capacity: 15-20  
Rates: \$125/day or \$75/half-day

### Daily Rates for renting additional resources are as follows:

- Television (with stand) and VCR \$10.00
- Flip chart, easel and markers \$10.00
- LCD Projector \$25.00

Whiteboard / markers and eraser (included in room rental fees)

### Catering

Events may be catered or refreshments brought in, however the client is responsible for all aspects of organizing as well as clean up. If catered please notify ARCQE so caterers can be directed upon arrival. All kitchen items are reserved for ARCQE staff only.

### Damage Policy

Organizations booking space are responsible to pay for all damages to ARCQE's property incurred while renting a meeting room. \_\_\_\_\_ (Initial)

### Payment Policy

Full payment must be made at time of booking by cheque, interact or credit card. A fee of \$25.00 will be incurred for any NSF charges issued. \_\_\_\_\_ (Initial)

### Cancellation Policy:

Should cancellation occur without a minimum 48 hour notice, 50% of payment will be retained in lieu of insufficient cancellation notice. \_\_\_\_\_ (Initial)

### Booking Information:

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

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

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date and Time of event: \_\_\_\_\_ Booked By: \_\_\_\_\_

### FINANCIAL INFORMATION:

AMOUNT PAID \$ \_\_\_\_\_ CQ # \_\_\_\_\_ AUTH# \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Signature \_\_\_\_\_

CREDIT CARD TYPE & # \_\_\_\_\_ Exp. Date \_\_\_\_\_