

Chamber Member Room Rentals

Monday through Sunday
7:00 a.m. - 11:00 p.m.

The Sherwood Park & District Chamber of Commerce is pleased to offer the rental of the boardroom and upstairs meeting room as a member benefit to members in good standing.

TO RESERVE, please contact the Sherwood Park & District Chamber of Commerce at **(780) 464-0801** or admin@sherwoodparkchamber.com.

Please show your respect to fellow Chamber Members by adhering to the following RENTAL REGULATIONS:

	<u>1-4 Hours</u>	<u>4-8 Hours</u>	<u>8-12 Hours</u>
ATB Financial Boardroom (Seats up to 50 people)	\$55 (plus gst)	\$85 (plus gst)	\$110 (plus gst)
Upstairs Boardroom (Seats 15-20 people)	\$40 (plus gst)	\$60 (plus gst)	\$75 (plus gst)

Please Note: Time rented must include setup/take down time and the upstairs room is not wheelchair accessible. (16 stairs to get to the upstairs boardroom)



Cancellation Policy: To be fair to other members wishing to rent the facilities, you will be charged 50% of the room rental rate unless you cancel more than 10 days prior to your meeting date. (A cancellation cannot be done after your event. You will be charged full price even if you did not use the room.)

Please email your cancellation to admin@sherwoodparkchamber.com.

Key: A key and alarm tag is needed for building access before 8:30 a.m. or after 5:00 p.m. It must be picked up no later than **5:00 p.m.** at the Chamber office. Keys are to be returned to the Chamber office the following day, or on Monday if rental was for a weekend (unless otherwise agreed to.) If the key is lost, you will be charged the cost for us to change the locks/keys.

Please check that everyone has left the building including the bathrooms before you alarm and turn off the lights.

Please ensure that the building is left the way you found it or a \$25 fee may apply. There may be additional charges to the room rental if you activate the alarm and Emergency Services responds to the call OR if there are other unforeseen costs to the Chamber that occur as a result of your event.

Boardroom Rental Agreement

Unless otherwise agreed to rental includes access to the parking lot, building lobby, kitchen, meeting room and washrooms only. Offices, front reception, basement access is not permitted.

Availability

Bookings are accepted no more than 6 months in advance. The Chamber also reserves the right to cancel a room rental for Chamber events.

Cleaning

It is the renter's responsibility for set-up, clean-up and ensuring the premises are properly secured if the Chamber is not open.

- The room should be left in the same condition it was found.
(4 chairs at each round table, 4 at each rectangular table)
- Dirty dishes put in dishwasher. (Do not turn dishwasher on.)
- Kitchen counter must be cleaned after use.
- Coffee carafes emptied and rinsed out.
- Please put the boardroom garbage in the blue metal bin outside. Garbage bags are under the kitchen sink.
- Renters are not to leave items in the boardroom, kitchen or basement. All items not belonging to the Chamber of Commerce are to be removed from the building when the rental is completed. The Chamber of Commerce will not be responsible for lost or damaged items that are left at the Chamber building.
- The janitor cleans the building at 10 pm on Wednesdays and Sundays.

Decorations

Please do not pin any display material, banners, signs etc. to the walls in the building. Painters tape can be used on walls and furnishings.

Parking

Parking is available but not guaranteed. It depends on the current usage of the facility. Parking is available on the street on the east side of the Chamber building if required.

Food & Beverages

Room rental includes kettle, coffee maker and mugs. Other supplies are responsibility of the renter (i.e. stir sticks, cream, sugar, plates, cutlery, napkins etc.) Please respect that the Chamber stores food in the fridge/kitchen on a daily basis and it is not to be taken by a group for their event that day/night. If you are hosting a meeting at the Chamber, please ensure that your participants do not use these supplies as it puts Chamber events at risk due to not having enough supplies for the event. The Chamber does not provide catering services, but a list of member caterers can be provided.

Alcohol & Smoking

Unless approved in advance ([a liquor license is required](#)), please do not bring alcoholic beverages onsite. Please ensure any alcoholic containers are not left on the premises. Smoking is not permitted inside the building. This includes all tobacco, e-cigarettes, vapes etc.

Boardroom Rental Agreement

The Sherwood Park & District Chamber of Commerce grants permission for the use of the boardroom as outlined, subject to the Terms and Conditions of this Agreement.

Liability

The Renter willfully abides by the directions and limitations for use of the meeting room as may be specified by the Chamber apart from this agreement.

All Renters must accept responsibility for any claims that arise from your activities during this contract period.

The Renter hereby agrees to indemnify, defend and protect the Sherwood Park & District Chamber of Commerce and Strathcona County, against, and hold and save harmless the Sherwood Park & District Chamber of Commerce and Strathcona County, from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees and expense of what ever kind which might result from or arise out of any action or failure to act by the Renter or any of its employees or other representatives.

The Renter will take responsibility of ensuring that all equipment, furnishings, and fixtures of the Sherwood Park & District Chamber of Commerce building are left in the same condition as upon occupancy of the building and the meeting room.

If any damages are incurred during the rental period, the full cost of repairs/replacement will be charged to the renter.

Renter

Company: _____

Address: _____

Contact: _____

Phone: _____

Email: _____

Special Notes

This contract is in effect until the end of the Chamber calendar year, June 30, or the expiration of your membership. It must be renewed for the next calendar year, July 1-June 30.

The undersigned agrees to be bound by the Rental Agreement and the Terms and Conditions outlined above.

Signature:

Date: