

Boardroom and Office Rental Agreement

Introduction:

We are pleased to offer our boardroom and office spaces for rent, conveniently located in the heart of downtown Fort McMurray at **#105, 9912 Franklin Ave.** Our facilities provide a professional, flexible, and comfortable environment for your business needs, whether you're hosting a meeting, conducting an event, or seeking a private office setting.

Boardroom Rental

Our boardroom is ideal for meetings, presentations, and team discussions, comfortably seating up to 12 people. The room is equipped with modern amenities to ensure seamless communication and collaboration.

◦ Key Features:

- Capacity: Seating for up to 12 people
- Technology: High-speed internet, video conferencing facilities, and presentation tools. Access to shared office amenities (ex. printer)
- Environment: Professional ambiance with ergonomic seating and natural lighting
- Flexibility: Available for hourly, half-day, or full-day rentals

Office Rental Options

1. **Executive Office:** Designed for senior professionals or those requiring a more private, upscale workspace, this office includes premium furnishings, a spacious layout, and priority access to boardroom booking.

◦ Key Features:

- Premium desk and seating
- Private, quiet environment
- Access to shared office amenities (ex. printer, internet)

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2. **Normal Office:** Suitable for daily business needs, this functional workspace is ideal for individuals or small teams needing a temporary office solution.

- **Key Features:**

- Standard desk and seating
- Access to shared office amenities (ex. printer, internet)
- Available on a daily or weekly basis

Additional Refreshments and After-Use Charges

We offer a variety of refreshments to enhance your meeting or workday experience. These can be ordered in advance or during your booking. All refreshments consumed will be charged as an after-use cost, payable via credit card upon checkout. (*Please note, we consider a large order to be 12 or more)

- **Refreshments:**

- Coffee, tea, juice and soda
- Catering options (available upon request for an additional fee)

Pricing:

- 1 Hour: \$50
- 2 Hours: \$75
- Half Day (9am-1pm or 1pm-5pm): \$150
- Full Day (9am-5pm): \$225
- After Hours (4pm-8pm): \$50 per hour
- Refreshments: \$1 per item
- Catering: Available upon request. Pricing varies depending on the menu selection and availability. Please contact us for a personalized quote based on your specific needs.

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Booking Logistics

To make a reservation:

1. Phone Call: Contact our office directly to make a reservation. Our staff is available to assist with special requests or answer any questions.

Confirmation: Once your booking is approved, you will receive an email confirmation with all relevant details, including access instructions and payment options.

Subject to Availability: All rentals are subject to availability. Please visit our website to submit your booking request.

Date Booked For: _____

Business Name: _____

Print Name: _____

Signature: _____

Date: _____