



Delta Chamber
of Commerce



RENT OUR BOARDROOM

HOST YOUR NEXT MEETING OR WORKSHOP IN COMFORT & STYLE



RATES:

Monday – Friday

½ Day (4 hrs): Members \$100 | Non-Members \$150
Full Day (8 hrs): Members \$200 | Non-Members \$300

Outside Business Hours (before 8am or after 5pm):
\$30/hour*

Weekend or Holiday Surcharge:
\$100 (4 hrs) | \$175 (8 hrs)*

The Delta Chamber of Commerce is pleased to offer our upstairs boardroom for rent, perfect for meetings, workshops, training sessions, and small events.

Features:

- Seats up to 16 guests
- Private washroom
- FREE parking
- 8 mobile training tables
- 13 ergonomic chairs (extra folding chairs available)
- Small fridge & bar sink
- Coffee/tea service, dishes & cutlery for 16
- Projector, screen, whiteboard, AV hookups
- Conference call capabilities
- Complimentary Wi-Fi

Please note: This space is located on the second floor (14 stairs) and is not wheelchair accessible.



604-946-4232



info@deltachamber.ca



deltachamber.ca



6201 60 Ave, Delta, BC V4K 4E2

BOARDROOM RENTAL CONTRACT

Organization Name: _____

Contact Name: _____ Position: _____

Email: _____

Phone: _____ Mobile: _____

Date of Rental: _____

Time Requested (including setup and take down): _____

Number of Expected Guests: _____

Rental Rates (check all that apply)

Monday-Friday	Member	Non-Member
by the hour	☐ \$50	☐ \$75
half day (up to 4 hours)	☐ \$100	☐ \$150
full day (up to 8 hours)	☐ \$200	☐ \$300
before 8am or after 6 pm	☐ add \$30/hour	☐ add \$40/hour
weekend or holiday surcharge	☐ add \$100/4 hours ☐ add \$175/8 hours	☐ add \$150/4 hours ☐ add \$225/8 hours

Add Ons

Item	Check All That Apply
speaker phone	☐
camera	☐
projector & screen	☐
coffee/tea	☐
plates/cutlery	☐

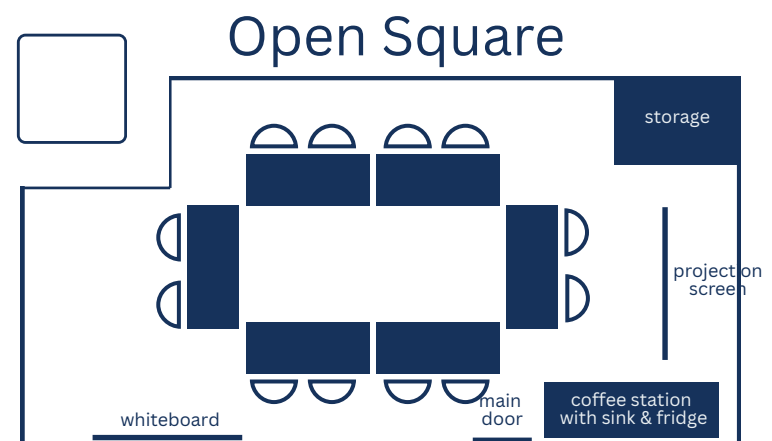
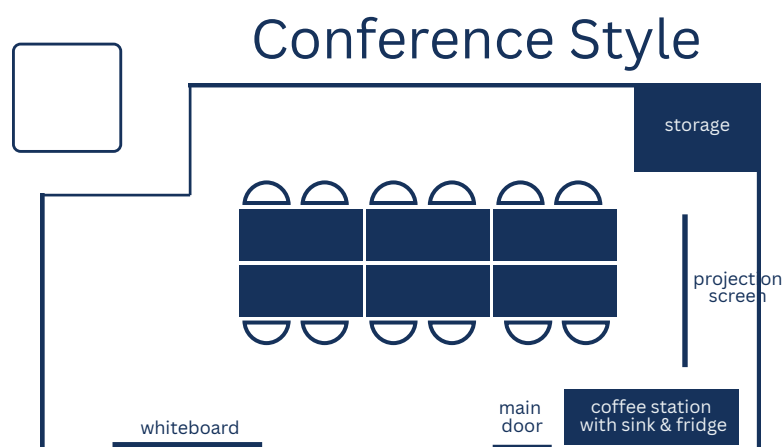
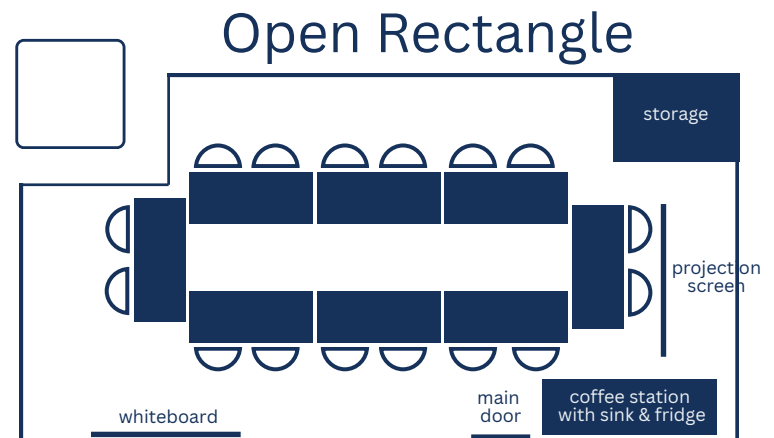
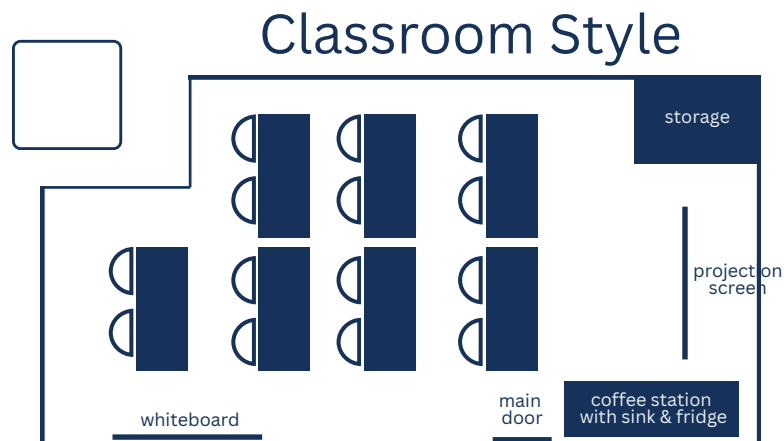
Cost \$ _____

GST \$ _____

Total Charge \$ _____



Room Set Up ☒ (check your preference)



Terms and Conditions:

Booking & Payment

- Reservations are confirmed only upon receipt of full payment.
- A valid credit card may be required and kept on file for incidental charges, damages, cleaning fees, or overtime usage.
- All rental fees are subject to applicable taxes.

Rental Period

- Rental time includes setup, event time, and cleanup.
- Renters must vacate the premises by the end of their reserved rental period.
- Additional time beyond the booked rental period will be charged at the applicable hourly rate.

Cancellation Policy

- Cancellations received more than 48 hours prior to the rental date are eligible for a full refund.
- Cancellations received less than 48 hours before the rental date are non-refundable.
- The Delta Chamber of Commerce reserves the right to cancel bookings due to unforeseen circumstances. In such cases, a full refund will be provided.

Capacity & Use

- Maximum occupancy of the boardroom must not exceed the posted room capacity.
- The boardroom may only be used for lawful business, educational, networking, or community purposes.
- The renter is responsible for the conduct of all attendees.

Room Setup & Furniture

- Room setup requests must be submitted prior to the rental date.
- Furniture may be rearranged during the rental period if returned to its original configuration at the end of the booking.
- Additional setup changes requested on-site may not be accommodated.

Food & Beverage

- Outside catering is permitted.
- The renter is responsible for the removal of all food, beverages, and catering materials following the event.
- Alcohol may only be served with prior approval and all required permits.

Equipment & Technology

- Complimentary Wi-Fi and audiovisual equipment are provided when requested.
- While every effort is made to ensure equipment is functioning properly, the Delta Chamber of Commerce is not responsible for interruptions to internet, power, or technology services.

Cleaning & Damages

- The renter agrees to leave the room in a clean and orderly condition.
- The renter is responsible for any damage to the facility, furnishings, equipment, or fixtures caused during the rental period.
- Additional cleaning or repair costs may be charged to the renter.



Prohibited Activities

The following are not permitted:

- Smoking or vaping inside the building.
- Open flames, candles, or other fire hazards.
- Illegal activities.
- Use of nails, screws, tape, or adhesives that may damage walls, furniture, or fixtures.

Accessibility

- The boardroom is located on the second floor and is accessible by stairs only.
- The facility does not currently provide elevator access to the boardroom.

Liability

- The renter assumes full responsibility for all persons attending the event.
- The Delta Chamber of Commerce shall not be liable for injury, loss, theft, or damage to personal property brought onto the premises.
- The renter agrees to indemnify and hold harmless the Delta Chamber of Commerce, its directors, employees, and volunteers from any claims arising from the use of the facility.

Emergency Procedures

- Renters are responsible for familiarizing themselves with emergency exits and evacuation procedures upon arrival.
- Emergency exits and fire equipment must remain unobstructed at all times.

Acceptance of Terms

- By signing this agreement, the renter acknowledges that they have read, understood, and agree to abide by these Terms & Conditions.

Reservations must be paid in full at the time of booking. *Credit cards will be kept on file for incidentals / extended usage.* By signing this agreement, users accept all risk and liability for any damages to the space and assume all liability for any possible injuries or damage of personal property for themselves, their staff, and their guests. User agrees to remove anything that they have brought into the space when their rental has ended.

Signature

Date Signed

Please email signed agreement to info@deltachamber.ca

