



TERMS OF USE AND CONDITIONS

A. AVAILABILITY:

- 7:30 a.m. until 10 p.m. Earlier starts and endings can be arranged. After hour and weekend access needs to be arranged.

B. RATES

- Daily rates are for 8 hours.
- Half day rates are for 4 hours.
- Evening rates start at 6 p.m. Earlier start and ending times can be arranged.
- Set-up and clean-up time must be included in the booking time and are the responsibility of the renter.
- Renters will be charged a late penalty of \$25 per half hour if they exceed their booked time.

C. PAYMENT TERMS

GEORGIAN BUSINESS CENTRE CLIENTS

- Current Georgian Business Centre clients will be billed monthly for their rentals and are due upon receipt, payable by cheque.
- Interest will be charged at a rate of 1.5% per month.
- Upon registration Terms of Use and Conditions must be signed.

GUESTS

- Signed terms Terms of Use and Conditions and rental fee are due 48 hours in advance of booked date unless otherwise arranged.
- Payment can be made by cheque or direct deposit. A \$25 fee will be applied to NSF cheques.

D. FURNITURE AND EQUIPMENT

- The boardroom comes with eight 24" x 60" training tables, a 24" x 24" table, console table and 28 chairs.
- The room includes a 75" Samsung Smart TV, Chromecast capability, WiFi, Owl Meeting Pro (360-degree camera, mic and speaker - deposit required for use), whiteboard (markers not supplied) and flip easel (paper and markers not supplied).
- Nothing can be affixed to the walls without prior approval with the exception of the barnboard wall where tacks are permitted.
- Additional chair or audio/visual (A/V) requirements must be arranged by the renter.
- Load in/load out of rentals and set up of all furniture and other equipment and supplies is the responsibility of the renter and must be included in the rented time period.
- The room set-up must be returned to the way it was found and clean. Cleaning supplies are available. Additional charges of \$50/hour will be applied if this is not done.
- Extra charges will be billed for damaged or lost A/V equipment or furniture.

E. CANCELLATIONS/RESCHEDULING

- Cancellations must be made in advance of booked times.
- Bookings can be rescheduled by logging into one's Georgian Business Centre Boardroom account.
- Georgian Business Centre has the right to cancel registrations at any time for failure to abide by these terms of use and conditions.



TERMS OF USE AND CONDITIONS

The renter will indemnify and save harmless Georgian Business Centre from all expenses, costs or liabilities and from claims made by any person or persons against Georgian Business Centre for damages incurred by injury to any persons or his property.

I have read and agree to the above Terms of Use and Conditions.

TO BE FILLED IN BY ALL USERS

Name (Please print)

Company (Please print)

Signature

Date

TO BE FILLED IN BY GUESTS ONLY

Phone Number

E-mail

Billing Address

Georgian Business Centre Approval

Once you have completed the form, [click here](#) to send it to our Admin Staff at Georgian Business Centre to be approved. If the link above does not work for you, please send the completed form via email to: llegault@georgianbusinesscentre.ca