



MEETING ROOM RESERVATION CONTRACT

(Please FAX your completed form to us at 604-298-9472, Att: Reception)

CANCELLATION POLICY: In an effort to meet high member demand for our meeting rooms, we will reluctantly bill you 50% of your room rate if you cancel your event less than 48 hours before your reserved date.

ROOM RENTAL RATES (please add 5% GST).
Please circle the rate appropriate for your meeting.

	Up to 4 hours	4 to 8 hours
CHAIR ROOM (seats 10)		
Construction Industry Associations*	Free of charge	Free of charge
VRCA Member Companies	\$40	\$75
Non-members	\$75	\$150
BOARD ROOM (seats 30)		
Construction Industry Associations*	Free of charge	Free of charge
VRCA Member Companies	\$50	\$100
Non-members	\$100	\$200
TRAINING ROOM (seats 40)		
Construction Industry Associations*	Free of charge	Free of charge
VRCA Member Companies	\$65	\$125
Non-members	\$125	\$250

*Meetings after 5p.m. & weekends: Construction Industry Associations will be charged Member rates for after-hours room use.

OTHER SERVICES (Please add 5% GST)

COFFEE (10-cup pots)	\$10 per pot	No. of pots _____
LAPTOP (please circle)	Up to 4 hours: \$25	4 to 8 hours: \$50
PROJECTOR (please circle)	Up to 4 hours: \$25	4 to 8 hours: \$50

DATE(S) REQUIRED: _____ **ORDERED BY:** _____

COMPANY NAME: _____

ADDRESS: _____ **POSTAL CODE:** _____

PHONE: _____ **FAX:** _____

METHOD OF PAYMENT: (Non-members: please supply credit card info & address.)

___ **VRCA ACCOUNT** **MEMBER NUMBER:** _____

___ **VISA** ___ **MASTER CARD** **ACCT. NUMBER:** _____ **EXP. DATE** _____

NAME ON CARD: _____ **SIGNATURE:** _____

PLEASE NOTE: ANY ROOM SET-UP IS TO BE DONE BY YOUR COMPANY.



AFTER YOUR MEETING, ROOM MUST BE RETURNED TO ITS ORIGINAL STATE.