

MEETING ROOM
TERMS AND CONDITIONS
PLEASE READ CAREFULLY

GENERAL

1. Contracts for a facility/room rental depict when access is allowed. Time indicated for entry and exit of room/hall must be adhered to.
2. All renters must sign the contract and sign the Terms and Conditions document. Both items are to be returned to the facility booking office at Kyle Centre (**due within seven (7) days of booking**).
3. Room/Hall users must have their Rental Agreement/Contract with them at all times to ensure their access to the building/room
4. A request for an extension of time, or adding additional bookings to contract must be requested at time of booking.
5. Rental cancellations for meeting rooms must be made in writing a minimum of five (5) business days prior to booking, to ensure refund.
6. When a meeting occurs after regular office hours for buildings where staff is required to open and close the facility, a minimum 4 hour rate charge for staff will be applied to contract.
7. **Payment must be made at time of booking (unless otherwise stated on contract) by cash, cheque debit, or credit card. Where monthly fees apply, all payments must be made according to schedule on contract.**
8. General Liability Insurance is required for a minimum of \$2,000,000 coverage. The City of Port Moody is to be added to the policy as an additional insured and the certificate must be provided within seven (7) days of booking or 24 hours upon booking if the event is within the seven (7) day period. Insurance may be purchased at the company of your choice or from the following list:
Online: <https://bc.events.insure> *The certificate is automatically emailed to facility booking office.*
Port Moody Insurance Agencies:
Renter is required to deliver certificate to the facility booking office (in-person, emailed or faxed).
 - Leaders Insurance, Suite 106-3003 St Johns ST 604.469.1799
 - Port Moody Insurance Services, 221 loco RD #390 604.469.1142
 - Suter Brook Insurance Services, 162 Brew ST 604.469.9355
9. **Private Business owners that rent City of Port Moody Facilities must provide a current City of Port Moody Business License, at time of rental.**
10. The City of Port Moody has taken a leadership role in reducing solid waste throughout the city. To this end we would ask our renters of our facilities to assist with the goal of reducing packaging and not using unsustainable products such as Styrofoam cups and/or plates.
11. Please be aware of "No Parking" signs at facilities.
12. All Port Moody Buildings are smoke free facilities. No smoking permitted within 7.5 meters of any doorway or window.

SET UP & CLEAN UP PROCEDURES

1. The rental group is responsible for own table & chair set ups and take down.
2. Renter is responsible for providing own stereo and/or audio visual equipment.
3. The seating capacity of each facility/room must be adhered to.
4. Tables **are not** to be dragged across the floor.
5. Tables and chairs must be stored or stacked properly.
6. Tables and chairs **are not** to be removed from the premises of the city facility.
7. Only tables and chairs are to be removed from the storage rooms. All other items are not accessible to renters.
8. Absolutely **NO STAPLES OR TACKS IN TABLES OR WALLS.**
9. All garbage must be removed from room and placed in the garbage cans provided. Additional bags can be obtained through the maintenance or other city staff.
10. Facility and or meeting room must be left clean and tidy.
11. **User groups that are responsible for locking and securing buildings must check that all interior and exterior doors and windows are locked and secured before leaving premises.**
12. If you require assistance after regular office hours please call the maintenance cell numbers: 604.562.5612 or 604.562.5613.

Please sign and date that you have read and understand the above Terms and Conditions for Meetings and return this page with your signed Contract.

Date: _____

Print Name: _____

Signature: _____