

## BILLING INFORMATION:

Organization: .....

Contact name: .....

Address: .....

City: ..... Province: ..... Postal Code: .....

Phone: ..... Fax: .....

Email address: .....

**All room rentals must be paid in full at time of booking**

## ROOM INFORMATION:

Date of function: .....

Room name: ..... Room rate (before GST): .....

# of expected guests: ..... GST: .....

TOTAL: .....

Boardroom	Capacity		Member Rates		Non-member Rates	
	With tables	Theatre	Full-day	Half-day	Full-day	Half-day
Chinook Room	40	80	\$200	\$100	\$250	\$150
Sarcee Room	20	N/A	\$100	\$50	\$150	\$100
Blackfoot Room	TBA Coming Soon					
After Hours Rate: Chinook Room \$70 Sarcee Room \$50						
A 15% discount is available to all Calgary Construction Association building tenants						
Room setup is the responsibility of the renter						

**Rates are subject to change. Rates do not include GST.**  
**Photocopying of materials is available. Please contact us for pricing.**  
**Inhouse catering is available by contacting Yummy Café at 403-291-3696.**

## TERMS & CONDITIONS

### Room Rental

- Room rental fee is to be paid in full at time of booking.
- This signed agreement and the payment of the full booking fee will be confirmation of room rental.
- CCA reserves the right to refuse room rental to anyone for any reason at any time.
- Limited free parking is included with all room rentals.

### Setup

- Contact CCA staff in the main office upon arrival. They will assist you to your room and be your point of contact.
- Please arrive early to setup your room.
- Building hours are from 7:30 a.m. to 4:30 p.m., Monday to Friday (excluding holidays).
- CCA will not be responsible for any damages or loss to transferred materials on CCA property.
- Facilitators and members are responsible for their own arrangements for shipping and receiving of materials and props. Please advise us in advance if you are having materials and props shipped.
- Any decorations or signage must be approved by CCA Staff.
- Room must be put back to original state. Facilitator(s) will be charged \$25.00 if room is not put back in its original state.

### Equipment

- Rooms are equipped with basic AV equipment, including an LCD projector and speakers.
- Microphone and whiteboards are available upon request.

### Damages

- All renters renting a room will be charged by credit card for any damages.

### Cancellations

- All cancellations must be received in writing at mail@cca.cc.
- Cancellations received with five (5) or less business days' notice from the date the room is to be rented are required to pay the full room rental amount.
- Cancellations received with more than five (5) business days' notice from the date the room is to be rented will be refunded the room rental amount, less a \$25.00 administration fee, via original payment method.

### Miscellaneous

- Any advertising done on the part of the facilitator must contain a disclaimer acknowledging that the course is not sponsored and/or endorsed by CCA. Only the location may be used in advertising.
- Alcohol will not be permitted on CCA property
- It is understood that CCA is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold CCA harmless of any such damages.

***By signing this agreement, I have read and agree with the above terms and conditions of CCA.***

Name (please print):

.....

Signature:

Date:

.....

I have authority to bind the organization

FOR OFFICE USE ONLY:	
Authorized by:  CCA Staff	Date:
Date of payment received:	Date of refund made (if necessary):

***All room rental agreements must be emailed to mail@cca.cc***

