ALL NATIONS TRUST COMPANY

BOARDROOM RENTAL AGREEMENT

Terms & Conditions

1. **FACILITY:**

The All Nations Trust Company's Boardroom is rented on an "as is" basis. Renter(s) must adhere to All Nations Trust Company (ANTCO) premise policies, including fire and safety regulations. The Board room is self-contained with separate bathrooms; coffee maker; access to internet plus a separate entrance and exit. Payment of all fees due permits the Renter(s) and their guests the use of the facilities. The Boardroom must not be used for any illegal purposes. The door between the boardroom and the ANTCO administration office will be locked. Bookings can be between the hours of 8:30 to 4:30.

2. **BOOKING:**

(a) Tentative bookings are not permitted. The ANTCO Boardroom is not considered booked until the Rental Form is signed by all Renter(s).

3. **PARKING:**

(a) Street parking only as the parking lot is for staff and tenants.

4. **RESTRICTIONS & RENTER(S) RESPONSIBILITIES:**

(a) Nothing may be pinned, nailed or stapled to any wall, door, ceiling, or floor;
(b) Maintain the meeting room in a neat and tidy condition;
(c) Remove all garbage and recycling;
(d) All tables and chairs must be cleaned and returned back to their original positions if moved around in the room;
(e) All items the Renter(s) brought in must be removed from the room at the end of use;

(f) The Renter(s) agree to notify ANTCO of any condition that may render the premises or equipment unsafe for use, if ANTCO is unable to correct the condition, ANTCO has the right to cancel the use of the premises until the condition is corrected;
(g) Smoking is NOT permitted anywhere in the ANTCO building or within 15 feet of any entrance to the indoor areas of the premises at any time.

5. INDEMNITY:

The Renter(s) covenant(s) at all times to indemnify and save harmless ANTCO, its elected Board Members, Representatives, Officers, Employees and Contractors from any and all claims, damages, charges or costs arising from the use of the ANTCO Boardroom or use of the ANTCO parking lot by the Renter(s) and their invited guests/meeting delegates.

_____ _____

Authorized Signature Date

ALL NATIONS TRUST COMPANY

Boardroom Rental Details

Name of organization: _____

Name of contact: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Dates required: _____

Meeting start time: _____ Meeting end time: _____

Number of people expected to attend: _____ (Maximum 20 people)

☐ Pricing up to 4 hours - $300.00 ☐ Over 4 hours - $600.00

All prices include coffee, tea and Wi-Fi

Equipment Needed: (MUST BE CLEARLY INDICATED BELOW UPON BOOKING)

Video conferencing: $30 ☐

☐ Choose to bring your own laptop (must be HDMI compatible) or use our guest computer to access your account ($0)

Special Requests: _____

_____

_____

Type of payment:

☐ Cheque ☐ E-Transfer: boardroomfees@antco.ca

520 Chief Eli LaRue Way, Kamloops, BC V2H 1H1