



Princeton and District Community Skills Centre

Box 69, 206 Vermilion Ave. Princeton BC V0X 1W0

*Phone: (250) 295-4051 * Fax: (250) 295-4052

reception@princetoncsc.com

Website: <http://www.princetoncsc.com>

Rental Rates and Agreement

<u>"Pasayten Room" 825 sq ft</u> * Day Rate - \$150.00 *1/2 Day/Evening Rate - \$85.00	<u>"Granby Room" 475 sq ft</u> * Day Rate - \$100.00 *1/2 Day/Evening Rate - \$65.00	<u>"Bridge Room" 1200 sq ft</u> * Day Rate - \$150.00 *1/2 Day/Evening Rate - \$85.00	<u>"Copper Room" 465 sq ft</u> * Day Rate - \$100.00 * 1/2 Day/Evening Rate - \$65.00
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***Day Rate:** 9:00 am – 4:00pm ***Evening Rate:** 6:00pm – 9:00pm

***1/2 Day Rate:** 9:00 am – 1:00 pm or 12:00 – 4:00 pm

**** All additional time outside of above rental times will be charged at \$20.00 per hour (at each 15 min interval) ****

- ◆ **At the Skills Centre discretion, a \$35.00 setup and cleanup fee will be levied for all large scale rentals**
- ◆ On request, rooms will be set up to include TV/DVD, whiteboard, projector &/or flipchart.
- ◆ All rooms come with tables and chair as per your specifications.
- ◆ We will arrange breakfasts, lunches or dinners of your request, coffee, juice, or pop – all at cost plus 15%.
- ◆ All users have access to the student lounge area, refrigerator & microwave.
- ◆ Please review our "in case of fire" procedures located on the wall of your rental room with all parties involved before your meeting commences.

◆ Copper Room Computer Lab can be used with or without computers. Cost with computers is \$200/day. There are no 1/2 day rates for Copper Room usage without computers. Maximum computer complement is eight (8) laptops.

RENTAL AGREEMENT

Customer Name: _____

Address: _____

Phone: _____

Fax: _____

Room Booked: _____

of People: _____

Date(s): _____

Time(s): _____

Price _____

Addtl Fee: _____

Setup: _____

24 hours notice is required for cancellations. Full price will be charged if less than 24 hours notice of cancellation.

(Date)

(Customer Signature)

(Skill Centre Signatory)

Office use only:

Recorded in rent book by: _____

Billed by: _____

Invoice # _____