



**Building Supply Industry Association**

Unit #2, 19299 – 94<sup>th</sup> Ave

Surrey, BC V4N 4E6

Ph: 604-513-2205

Email: info@bsiabc.ca

## Boardroom / Warehouse Rental Contract

|  |                        |                           |  |
|--|------------------------|---------------------------|--|
| <b>Date(s)</b>   |                        | <b>Name of Seminar(s)</b> |  |
| <b>Individual/Org</b>  |                        |                           |  |
| <b>Contact Name</b>  |                        | <b>Time</b>               |  |
| <b>Address</b>   |                        | <b>Room</b>               |  |
| <b>City</b>  |                        | <b>Rent</b>               |  |
| <b>Postal Code</b>   |                        | <b>Expected Number</b>    |  |
| <b>Phone</b>   |                        |                           |  |
| <b>Email</b>   |                        |                           |  |
| <br>   |                        |                           |  |
| <b>Set-up:</b>   | <b>Classroom Style</b> |                           |  |
| <br>   |                        |                           |  |
| <b>Menu:</b>   |                        |                           |  |
| <br>   |                        |                           |  |
| <br>   |                        |                           |  |
| <br>   |                        |                           |  |
| <b>Beverage Requirements:</b>  |                        | <b>Audio Visual:</b>      |  |
|  |                        | <b>Projector</b>          |  |
|  |                        | <b>Screen</b>             |  |
|  |                        | <b>Flip Chart</b>         |  |
|  |                        | <b>Whiteboard</b>         |  |
|  |                        | <b>TV/VCR</b>             |  |
| <br>   |                        |                           |  |
| <b>First Room Booking is Complimentary &amp; Additional Room Bookings is \$160 / Day + GST (Min. charge \$80)</b>    |                        |                           |  |
| <b>Deposit Required</b>  |                        | <b>Amount</b>             |  |
| <b>Authorized Signature</b>  |                        |                           |  |
| <b>Date:</b>   |                        |                           |  |
| <i>NOTE: Limited Parking available – We have max 3 parking spaces. Recommended to park offsite and carpool here.</i> |                        |                           |  |
| <br>   |                        |                           |  |
| <b>You will be billed based on BSIA agreement. Confirm number of attendants before signing.</b>                      |                        |                           |  |
| <br>   |                        |                           |  |
| <b>Facilitator – Signature:</b>  |                        |                           |  |
| <b>Date:</b>   |                        |                           |  |
| <b>Confirmation Required - Please Sign &amp; Return</b>  |                        |                           |  |