

MEETING ROOM RENTAL - TERMS & CONDITIONS

VISION:	To achieve women's equality
MISSION:	To touch lives and build better futures for women and their families through advocacy and integrated services that foster economic independence, wellness and equal opportunities.
VALUES:	1) Responsibility and Accountability 2) Holistic Well Being 3) Respect 4) Achievement/Success

Terms & Conditions:

1. The YWCA reserves the right to inspect all private functions and to refuse rental privileges - no refund will apply.
2. The YWCA cannot assume responsibility for personal property and equipment brought into its premises. We cannot be responsible for any items left in a meeting room.
3. The client must keep rented AV equipment secure by locking the meeting room doors when vacating. In the event of loss or damage, the client will be charged for replacement if it is deemed that the item was left unsecured.
4. Clients renting meeting rooms will act in accordance with the Vision, Mission and Values of the YWCA (see above).
5. The Event should be consistent with YWCA values, and should not be of an unethical nature or be illegal.
6. The YWCA may not be used in publicity for the event.
7. The use of YWCA facilities for an event or program, which is considered to be in competition with any programs offered by the YWCA, shall not be granted.
8. All rooms must be left clean in the condition they are found. Please allow yourself time to clear the room of food, dishes, coffee urns, etc, and ensure that all garbage is properly disposed of. Please note a **\$50.00 clean-up fee** will be charged for rooms not cleared and cleaned up after rental.
9. Only wine & beer may be served on the premises. All rental clients MUST acquire a liquor license. Details can be obtained from your nearest liquor store.
10. Hours of operation: Building hours are 6:00 am to 10:00 pm, Monday to Friday, and 8:00 am to 5:30 pm on Saturday and Sunday. All participants MUST vacate the premises by closing time. Hours of operation are subject to change without notice, due to routine building maintenance. The facility is closed on statutory holidays.
11. Rentals outside of regular hours of operation: Client must receive permission from the YWCA meeting room coordinator at least one week in advance, and will be subject to an additional after-hours fee for an additional staff person to be available after regular hours. Please ask for further details.
12. The above rates are not applicable for filming crews. Please ask meeting room coordinator for details.
13. Please note that the 4th floor reception area is closed on weekends and after 5:00 pm on weekdays.
14. Room set-up requirements must be provided at least 48 hours prior to the event.
15. There is an additional room set-up charge of \$50.00 for any room set-up modifications made on the day of the event.
16. All equipment is subject to availability at the time of room contract confirmation.
17. Prices are subject to change without notice.
18. The user will not place or affix any signs, advertisements, posters, or other things in the YWCA, including the building entrance, building walls or elevator.
19. The user shall not alter the space.

Deposit, Room Rental Payment & Cancellation:

1. A deposit of 30% is required to secure all rooms.
2. Full payment is due two weeks before rental day.

Cancellation Policy:

1. Less than 14 days notice prior to use of space – full room fees.
2. Less than 21 days prior to use of space – half of deposit refunded.
3. Greater than 21 days prior to use of space - full deposit refunded

Additional Charges:

1. Deviation from traditional set-up - \$25.00 fee.
2. Kitchen usage - \$30.00 fee – **Client does set-up and tear down**

Payment:

We accept payment of VISA, MasterCard, Cheque or cash. Credit card payments can be processed on the 4th floor, 535 Hornby Street, during regular office hours, 9:00 am to 5:00 pm, Monday to Friday or credit card information may be taken by phone by the **Meeting Room Coordinator at 604-895-5786.**