

## Boardroom Bookings

The Guelph Chamber of Commerce has a meeting room available for complimentary use by Chamber members who require a professional setting for meetings or gatherings.

Boardroom bookings are only available on Wednesdays and Thursdays from 9:00 am – 4:00 pm. The meeting room has capacity for up to 16 people.

### Availability and Access

The meeting room may be used by Chamber members subject to availability on a first come first serve basis. Members can book the meeting room free of charge **once a month**. Any additional bookings are subject to a fee. Non-members can book the meeting room based on availability for a fee. Bookings can be made up to one month in advance of the meeting. Bookings include Wifi and a whiteboard. The member is responsible for set-up and tear down of the room to ensure it is ready for the next booking.

- **Chamber staff are not responsible for greeting your guests or providing administrative support (i.e. printing, phone calls, etc.)**
- **Use of the room must not interfere with the daily work of the Guelph Chamber staff**
- **Usage of the space is limited to the boardroom only**
- **The Guelph Chamber is not responsible for articles left in the office or any part of 111 Farquhar Street**
- **If you are bringing or ordering food, please ensure that all garbage is removed, and the room is tidy following its use**
- **Please note the meeting room is not wheelchair accessible, and use of stairs are required for access**

### Pricing

Members:

- Free of charge **once a month**
- For any additional bookings in the same month:
  - \$50 for a half day (9am-12pm or 1pm-4pm)
  - \$75 for a full day (9am-4pm)

Non-Members:

- \$100 for a half day (9am-12pm or 1pm-4pm)
- \$200 for a full day (9am-4pm)

### Food/Beverage

The Chamber is unable to provide refreshments, including coffee/tea and water.

If catering is required, it must be supplied by a Chamber member. We can provide you with a list of member suppliers. Groups using the rooms must provide all equipment and utensils needed. Smoking, vaping, and/or use of alcoholic beverages in the rooms are prohibited.

### Cancellations

Out of respect of all members and our limited space, please provide as much notice as possible when cancelling room use. If cancellation is made within 24 hours, then no refunds will be provided.

**Parking**

The Guelph Chamber does not have any available parking spots for boardroom users. Parking can be found on Fountain Street East, Surrey Street and Wilson Street City Lot. Guests cannot park in other building tenant's spots.

**Waiver and Indemnity**

By reviewing and agreeing to these terms, I assume all risks incidental to the use of the facility and agree to release, save harmless and indemnify the Guelph Chamber of Commerce and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to persons or property arising out of or in connection with the use of the facility. I understand this waiver and indemnity is binding on me, my heirs, executors and assigns. I understand that the Guelph Chamber of Commerce is not responsible for any loss or damage to items or property remaining on the premises.

For any questions, please contact [chamber@guelphchamber.com](mailto:chamber@guelphchamber.com)