

Conference Room Agreement and Contract
BCGPA Warehouse
401-114th Ave Dawson Creek, BC

This agreement between the Renter and the BC Grain Producers Association (BCGPA) defines the terms and conditions for the rental of the BCGPA Warehouse Conference Room. This Agreement includes a Rental Contract Attachment which is incorporated into this Agreement.

The following terms and conditions apply to all room rentals:

1. Rental of the BCGPA conference room will be on a first come, first served basis. BCGPA directors and BCGPA Research Committee take priority.
2. Meeting room is directly upstairs from the main front door and can accommodate up to 46 persons.
3. Meetings may not be scheduled more than 3 months in advance.
4. BCGPA building and meeting rooms are for agricultural business related purposes only. No personal events are to be scheduled for the building.
5. The BCGPA has the right to refuse rental to any individual or organization.
6. All individuals and/or businesses must complete a Room Rental Agreement Form (attached) at the time the room is reserved.
7. The room rental fee is required at the time of reservation, and room will not be considered as confirmed until payment is made. All payments are non-refundable within 3 days of event. Cancellations are subject to a 25.00 handling fee. Fees may be changed periodically by the BCGPA.
8. Renters are responsible for any damage to the facilities and/or contents, equipment, furniture and fixtures. All damage must be reported to the BCGPA staff immediately. Room renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
9. The conference room must be left in proper order with all paper, trash, etc. disposed of in the trash receptacles. If countertop/kitchen area was used, that must also be cleaned and left in the condition in which it was found. A vacuum is in the storage room. A cleanup fee of \$25.00 will be charged if warranted.
10. The BCGPA will provide coffee at fees listed on the Rental Agreement if desired by the renter. If the Renter would like additional food and beverages, they may be delivered. Renters may bring in soft drinks and other light foods. Refrigerator is provided.
11. Smoking is not permitted in the building.

12. Groups serving alcoholic beverages must obtain and submit copies of any required permits to BCGPA 3 business days before the day of the event. A refundable \$100.00 deposit is required when alcohol is served.
13. The conference room will be available during business hours of 8:30am to 4:30 pm on weekdays. Other arrangements may be made with BCGPA Staff.
14. Signs and decorations must not be placed outside the meeting room except 1 sign may be placed on the front door directing Renter's guests to the second floor. Signs or decorations may be affixed to any surface only if it will not mar, deface or leave a mark on the surface when removed. **NO PENETRATION OF ANY SURFACE.** Only tape made for painted walls may be used. All tape, wire, or other items used for decorations must be completely removed after the event. Any other decoration, signage or construction must be pre-approved by BCGPA. All decorations/signage must be out of the building by the end of the rental agreement time unless other arrangements have been made with BCGPA Staff. The use of fire or open flame of any kind is strictly prohibited.
15. The BCGPA is not responsible for items belonging to the Renter or Renter's guests as renter's permitted invitees. **Renter releases the BCGPA from any liability or loss or damages to such property.**
16. It is understood, the BCGPA is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. **Renter agrees to release indemnity and hold the BCGPA harmless of any such damages.**
17. Removal of muddy or wet footwear is mandatory

BCGPA Conference Room Rental Agreement

The BCGPA conference room is equipped with a countertop area for coffee and catering set-up. The room can accommodate up to 46 people. It rents with chairs and tables for a board meeting, conference or classroom set-up. Standard set up is board meeting with 8-10 chairs. If you prefer another set up you may do so yourself, however the room must be left in its original condition. If another set-up is required by BCGPA, a \$25.00 set up fee will be charged. There is one unisex washroom provided, as well as a dry erase board. Power point projector with screen may be rented.

Group_____	RENTAL PERIOD:
Contact_____	Day(s)/Date(s) of event_____
Address_____	Number of Guests_____
_____	Time in: _____ Time out_____

Phone_____	Fax_____
Email_____	

Rates: the room rental fees are required at the time of reservation.

BCGPA Member and Associate Rates:

Non Member Rates:

Full day	_____ \$50.00	Full Day	_____ \$95.00
Half day (3-4 hours)	_____ \$35.00	Half Day	_____ \$60.00
Change room set up	_____ \$25.00	Change room set up	_____ \$25.00
Coffee charge	_____ \$15.00	Coffee charge	_____ \$20.00
(includes cups, creamer, sugar)		(includes cups, creamer, sugar)	
Alcohol deposit	_____ \$100.00	Alcohol deposit	_____ \$100.00
Power P P with screen	_____ \$ 40.00	Power P P with screen	_____ \$ 55.00
Total	_____	Total	_____

I have read the information regarding use of the BCGPA facilities and agree to abide by all rules and regulations.

_____	_____	_____	_____
Renter Signature	Date	BCGPA Staff or Director	Date

For more information call (250) 785-5774 or Toll free: (866) 716-7170
 Fax this form to (250) 785-5713

Cheques may be made out to:
BC Grain Producers Association
Box 6004
Fort St. John, BC V1J 4H6