



**BUSINESS ENTERPRISE RESOURCE NETWORK  
OF BARRIE ~ SOUTH SIMCOE INC.**

**Business Resource Centre Room Rental Specifications**

Date of Function: \_\_\_\_\_ Time Room to Be in Use: \_\_\_\_\_

How many people will attend this function? \_\_\_\_\_

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**CLASSROOM:** (Seats up to 25 people)

**AV and Equipment Requests**

Room rental includes setup fee and full access to the kitchen, restrooms and a phone for local outgoing calls, the use of tables and chairs, overhead projector, easel and whiteboard **when available and when requested in advance**. Please make all requests upon reservation of room. Check supplies or AV equipment your group will need:

\_\_\_\_\_ Overhead Projector    \_\_\_\_\_ Easel    \_\_\_\_\_ White Board    \_\_\_\_\_ Computer Lab

**Fee Schedule**

	Registered Not for Profit	Private/Profit Organizations
*Full Day	\$30	\$50
(with use of computers)	\$50	\$70
½ Day / Evening	\$25	\$45
(with use of computers)	\$35	\$55

*\*Full Day consists of anything more than 4 hours.*

**BOARDROOM:** (Seats up to 8 people)

**Fee Schedule**

Per Hour ..... \$10

**OFFICE:** (10' X 11') Private office includes use of telephone, fax, internet access, bilingual reception

**Fee Schedule**

Per Day ..... \$40

**OFFICE SERVICES:** (To be negotiated per agreement)

- Mail Collection and Distribution
- Fax/Telephone (long distance charges additional) & Internet Access
- Photocopying (.10¢ a copy)
- Reception

I agree to the terms and conditions set forth in this contract and agree to pay all charges relative to the specified rental.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BERN's Signature: \_\_\_\_\_ Date: \_\_\_\_\_