

## RENTAL RATES

- Non-profit rate: \$10/hrs + GST
- Non-profit day rate (8 hrs): \$50 + GST
- Commercial rate: \$20/hr + GST
- Commercial day rate (8 hrs): \$100 + GST
- AV equipment rental: \$25 per use + GST
- Kitchen access: \$20 per use + GST
- Refundable Damage Deposit: \$25

## Cowichan Green Community

360 Duncan Street  
Duncan, BC V9L 3W4

**Phone:** 250-748-8506

**Fax:** 250-748-8506

**Email:** [info@cowichangreencommunity.org](mailto:info@cowichangreencommunity.org)

[www.cowichangreencommunity.org](http://www.cowichangreencommunity.org)

### The office is open:

Monday-Friday, 9am-4:30pm

### EMERGENCY CONTACTS

- In case of a fire, call 911.
- If you smell gas, call Fortis at:  
1-800-663-9911
- In case of an emergency with facilities, please call: 250-510-3476.

By Provincial regulations, no alcohol or smoking is permitted on the Property.



# Meeting Room Rental Guidelines

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# Cowichan Green Community

# Meeting Room Guidelines

## BOOKINGS

A rental fee and damage deposit must be received in order to secure meeting room booking. Payments may be made in cash, cheque, debit, or VISA. The damage deposit will be returned after acceptable inspection and return of the meeting room key.

## CANCELLATION POLICY

A full refund will be made for bookings cancelled 48 hours or more in advance. A 50% refund will be issued for cancellations made up to 24 hour before the booking date. There will be NO refund for cancellations made less than 24 hours in advance. Refunds will be paid within 30 days of cancellation.

## CAPACITY

Fire capacity in meeting space:

- For non-fixed tables and chairs, the fire capacity is 44 people.
- For standing room only, the fire capacity is 56 people.

## PARKING

Renters are permitted to park at The Station's south parking lot. Ongoing renters will be issued a parking pass.

## USE OF MEETING ROOM

The kitchen is not included in with meeting room rentals. This is a separate booking. Please ask staff for details.

The renter is responsible for the proper use of the meeting room on behalf of the booking group. Responsibility is not to be delegated without the approval of CGC staff.

CGC shares the building with a number of residential and commercial tenants. Renters will keep noise to a minimum.

The renter shall not affix anything to the walls, floor, ceiling, or any other part of the meeting room except with painter's tape.

For security purposes, the venue is monitored by video surveillance. The renter must be aware and consent to being recorded.

## DAMAGE

Any group or business using CGC's meeting room will be responsible for any damage done to the property of facility during their rental.

## CLEANING

The space must be left in the manner in which it is found. Failure to do so will result in an additional minimum charge of \$40.00.

The renter is responsible for ensuring that the tables are returned to their original location, the floors are swept, carpets are vacuumed, AV equipment is put away, the bathroom is left tidy, and that waste (garbage, recycling, and organics) are removed from the premise.

Cleaning equipment can be found in the closet between the washrooms.

## CLOSING

Before renters leave, they are asked to check that all doors are closed and lights are turned off. Please note, the hallway light (by the washrooms) will remain on.

Renters who obtain a key to the meeting room (for rentals outside of CGC's office hours), they are asked to return the key to CGC staff at their earliest convenience.