



Quinte Conservation

BOARDROOM RENTAL

Quinte Conservation's boardroom at 2061 Old Highway 2 is available (for a fee) to community groups and other organizations that have some connection to conservation or environmental work. The boardroom is not available to businesses or for-profit events.

The boardroom will seat about 65 people on chairs in rows, or a maximum of 30 people at tables. There is a large screen on one wall and large glass doors to a rear patio.

To make an inquiry about booking the Quinte Conservation boardroom contact us by e-mail (quinteca@quinteconservation.ca) or by phone 613-968-3434 or 613-354-3312.

FEES FOR BOARDROOM RENTAL

- \$75.00/group for half day or evening
- \$150.00/group for full day
- \$200.00/group for full day and evening

FEES FOR USE OF QUINTE CONSERVATION'S EQUIPMENT AND SUPPLIES

Groups must request these one week in advance.

- No extra charge for overhead projector, TV, VCR, or flipchart
- Flipchart paper will be charged \$10.00.
- 25 cents per photocopy
- Local faxes will be charged \$3.50 and long distance \$7.50 up to 12 pages.
- Water out of water cooler will be charged to reimburse our costs of \$6.50 per jug
- No charge for use of coffee urn
- 50 cents per cup of coffee

TERMS AND CONDITIONS, USE OF BOARDROOM

Use of Quinte Conservation (QC) facilities is at a group's own risk. Participants are to be reminded that it is an office setting and appropriate professional behaviour is expected (e.g. no loud voices etc.)

Payment accepted as cash, cheque, debit, Visa, MasterCard or American Express is due in full on the day, or beforehand. An invoice will be provided on the day and a receipt will be issued upon request.

The front door key is to be signed out before evening meetings and dropped through the mail slot once the door has been locked. Evening groups are to check the doors and windows to ensure that they are locked and the building is secure before leaving. If a group neglects to pick up the front door key before regular office hours (Monday to Thursday 8:30 a.m. to 4:30 p.m., Friday 8:30 a.m. to 4:00 p.m.), under no circumstances are staff to be contacted at home for key delivery.

Groups are welcome to bring their own equipment and refreshment supplies, with the exception of alcohol which is not permitted under any circumstances.

The facilities must be left tidy at the end of the meeting; all tables and chairs must be put back to the way the boardroom was first entered. Any breakages or damages as a result of the group's use will be invoiced. Your garbage and recyclables are to be taken with you.

Groups have up to one week to cancel and will be charged an administration fee of 25%; after the one week cancellation period no refunds will be provided.