

Chamber Member Room Rental Rates

**Monday through Sunday
7:00 a.m. - 11:00 p.m.**

The Sherwood Park & District Chamber of Commerce is pleased to offer the rental of the boardroom and upstairs meeting room as a member benefit.

TO RESERVE, please contact the Sherwood Park & District Chamber of Commerce at (780) 464-0801 or admin@sherwoodparkchamber.com.



ATB Financial Boardroom (main level)

Please show your respect to fellow Chamber Members by adhering to the following RENTAL REGULATIONS:

	<u>1-4 Hours/session</u>	<u>4-8 Hours/session</u>	<u>8-12 Hours/session</u>
ATB Financial Boardroom (Seats up to 50 people)	\$55 (plus gst)	\$85 (plus gst)	\$110 (plus gst)
Upstairs Boardroom (Seats up to 20 people)	\$40 (plus gst)	\$60 (plus gst)	\$75 (plus gst)

Cancellation Policy: To be fair to other members wishing to rent the facilities, you will be charged 50% of the room rental rate unless you cancel more than 10 days prior to your meeting date. (A cancellation cannot be done the day after your booking. You will be charged full price even if you did not use the room.)

Please email your cancellation to admin@sherwoodparkchamber.com.

Please Note: Time rented must include setup/take down time and the upstairs room is not wheelchair accessible. You are renting one of the rooms, not the front reception area. The Chamber also reserves the right to cancel a room rental for Chamber events. Members must be in good standing.

Key - A key and alarm tag is needed for building access before 8:30 a.m. or after 5:00 p.m. It must be picked up no later than **5:00 p.m.** at the Chamber office. Keys are to be returned to the Chamber office the following day, or on Monday if rental was for a weekend (unless otherwise agreed to.) If the key is lost, room rental privileges will be revoked and you will be charged the cost for us to change the locks/keys.

Coffee - If coffee is required for an event, please bring your own and there won't be a charge to use the carafes. Please supply your own stir sticks, cream, sugar, plates, cutlery, etc. as well.

Cleaning - It is the renter's responsibility to set up the room and bring any required supplies. Please respect that the Chamber stores food in the fridge/kitchen on a daily basis and it is not to be taken by a group for their event that day/night. If you are hosting a meeting at the Chamber, please ensure that your participants do not use these supplies as it puts Chamber events at risk due to not having enough supplies for the event. The room must be left as found, i.e. tables and chairs replaced (4 chairs at each round table, 4 at each rectangular table), and all dirty dishes put in dishwasher. (Do not turn dishwasher on.) Kitchen counter must be cleaned after use and coffee carafes emptied. **Please put the boardroom garbage in the blue metal bin outside.** Garbage bags are under the kitchen sink. Renters are not to leave items in the boardroom, kitchen or basement. All items not belonging to the Chamber of Commerce are to be removed from the building when rental is completed. The Chamber of Commerce will not be responsible for lost or damaged items that are left at the Chamber building. Front desk/basement/offices or Chamber supplies are for Chamber employees only and are not to be used by renters. Please turn off the lights and set the alarm, as instructed, when you leave.

The janitor cleans the building at 10 pm on Wednesdays and Sundays.

Parking - Parking is available but not guaranteed. It depends on the current usage of the facility. Parking is available on the street on the east side of the Chamber building if required.

Alcohol Policy - Unless approved in advance ([a liquor license is required](#)), please do not bring alcoholic beverages onsite. Please ensure any alcoholic containers are not left on the premises.

Please ensure that the building is left the way you found it or a \$25 fee may apply. There may be additional charges to the room rental if you activate the alarm and Emergency Services responds to the call.

Sherwood Park & District Chamber of Commerce

100 Ordze Avenue, Sherwood Park, Alberta, Canada T8B 1M6

Tel: (780) 464-0801 Toll Free: (866) 464-0801 Fax: (780) 449-3581

Email: admin@sherwoodparkchamber.com Website: www.sherwoodparkchamber.com