



CONFERENCE ROOM HIRE

Thank you for choosing the Falkland Islands Chamber of Commerce to host your event. We offer a modern, spacious conference room with a number of facilities you can make use of, including:

- A range of teas, filter coffee, milk & biscuits
- Conference tables & chairs
- HD Interactive Whiteboard & surround sound audio
- HD webcam and microphone for video conferencing
- PC with internet access
- Dry-wipe whiteboard / flipchart easel

Please let us know if you would like assistance using any facilities at the time of booking and we will be more than happy to assist before your event takes place.

Whilst you are free to make use of the glasses and chiller behind the bar, we would ask that you do not use any stock without prior permission.

We are also able to provide additional, dedicated internet access if you require multiple devices to be connected simultaneously. Please ask for more details.

We hope that your event runs smoothly, and welcome any feedback you may have that helps us to improve our services further.

CURRENT HIRE RATES

Chamber Members £20 / hr up to maximum of £150 / day

Non-members £30 / hr up to maximum of £150 / day

Registered Charities £30 / hr during working hours (8am – 5pm, Mon – Fri) up to maximum of £150 / day
£20 / hr evenings & weekends up to maximum of £150 / day

| | | | |
|-----------------------------------|----------|---------------------|------------------------------|
| Full Name | | | |
| Company (If applicable) | | | |
| Address | | | |
| Telephone | | Email | |
| Booking Date | | Time | |
| Are you a current Chamber member? | Yes / No | Registered Charity? | Yes / No Reg. Charity No: |

Signed _____ Date _____

CONFERENCE ROOM HIRE TERMS & CONDITIONS

This Agreement between *THE RENTER* and *THE FALKLAND ISLANDS CHAMBER OF COMMERCE* defines the terms and conditions for rental of the conference room.

The following terms and conditions apply to **all** room rentals:

1. **Rental of the conference room** will be on a first come, first served basis.
2. **Tables and chairs** are provided in the conference room. Should Renters require a different set-up, the renting party will be responsible for providing additional chairs or tables as required. The Renter will be responsible for the removal of the additional equipment and the return of the room to its normal condition.
3. **Renters are responsible for any damage** to the building (including any common areas such as the entrance or toilets) or its contents. All damage must be reported to the staff immediately. Renters will be expected to cover all repairs of any damage to the building and repair or replacement as appropriate of any damage to the contents.
4. **On leaving** the conference room must be left in proper order, with all paper, trash, etc. disposed of in trash receptacles. All chairs and tables should be placed back in their original position. All mugs, glasses etc. should be washed. All entrances to the building must be locked if the booking takes place outside business hours.
5. **Smoking is not permitted** in the building (there is an ash bin beside the bay doors).
6. **Signs or decorations** may be affixed to any surface only if such affixation will not mar, deface or leave a mark on the surface when removed. **NO PENETRATION OF ANY SURFACE MUST OCCUR.** Only tape made specifically for painted walls may be used. All tape, wire, or other items used for decorations must be completely removed before the conference room is vacated.
7. The conference room shall not be used for any illegal purpose.
8. *The Falkland Islands Chamber of Commerce* accepts no liability for any loss or damage whatsoever suffered by the Renter or anybody expressly or impliedly invited into the building by the Renter, except for (one) death or personal injury caused by the negligence of the Chamber of Commerce or its employees, offices, agents, consultants or contractors or (two) any other liability which cannot be limited or excluded by law.

Equipment and supplies

The rental of the conference room includes the following:

- Conference room tables and chairs
- Use of dry erase board/easel
- Sure Broadband Wi-Fi access
- An interactive whiteboard with connection to room speakers
- A computer with HDMI and audio connectivity to the whiteboard

Renters should notify staff in advance if they want to use any of these facilities.

Access

A key is needed to access the building at weekends or before 0800 and after 1700 on weekdays. It must be picked up from the Chamber of Commerce office during normal office hours. If the key is lost the Renter will be required to meet the cost of getting a replacement key cut.