ITAC Inc.

ITAC Training & Conference Centre

250 Brownlow Ave, Suite 18, Dartmouth, NS, B3B 1W9
Tel: (902) 468-8631 Fax: (902) 468-2017
E-Mail: itac@itacinc.com Website: www.itacinc.com

Conference Room Rental Contract

General Information	Room Booking Information
Organization _____ _____ Contact Person _____ Address _____ _____ Telephone _____Fax_____ E-Mail: _____	Date(s) of Function _____ Arrival Time _____ Meeting Start Time_____ Meeting Finish Time_____ Number Expected _____ Style of Room _____ Time of Breaks_____

Room Options:

Room A - $75.00 _____ Room D - $225.00 _____

Room B - $150.00 _____ Room E - $200.00 _____

Room C - $200.00 _____

____Option 1- Room Only

____Option 2- Room Fee + 3.50/person/day
Room and coffee/tea service*

____Option 3- Room Fee + 6.00/person/day
Room and coffee/tea service and a.m. muffins/pastries*

____Option 4 - Room Fee + 17.50/person/day
Room and coffee/tea service, a.m. muffins and pastries and a light lunch of soup or salad, sandwich and sweets*

____Option 5 - Room Fee + 22.50 person/day
Room and unlimited coffee/tea service, a.m. muffins and pastries and a hot lunch with a menu of several items to choose from*

____ Soft drinks and juice (separate charge applies $1.65/each)*

Please Indicate On-Site Equipment Requirements

The following equipment is available upon request for an additional Charge per day:

- Overhead - $25.00
- Screen - $20.00
- LCD Projector - $150.00
- Flip Charts - $15.00
- Photocopying Charges - $0.25 per page
- Fax Charges - $0.25 per page
- TV/VCR/DVD – $35.00

Method of Payment: _____

Agenda/Special Requirements:

A 15% gratuity is applicable to all contracted food and beverage and all prices are subject to applicable HST

All reservations are made upon, and are subject to the following rules and regulations:

- No food or beverage of any kind will be permitted to be brought onto the premises.
- Any changes to number of attendees must be confirmed 72 hours in advance and all charges will be made accordingly.
- The undersigned agrees to pay for damage done to any part of the premises or equipment by any person invited by or on behalf of the undersigned.
- All conference room cancellations will require 2 weeks notice in advance of the start date of the function, otherwise full contract charges will apply.
- ITAC Inc. is not responsible for items shipped on the property or any goods that are lost or stolen while on the premises.

(Sign and return) _____ _____
Date Customer Signature

Please complete, sign and return. Thanks!