

Room & Equipment Rental Application Form

Office address: 28 West Pender Street, Vancouver, B.C. V6B 1R6

Phone: 604-408-7274 ext 1062 Fax: 604-408-7236 email: Lawrence.lam@success.bc.ca

Date(s) and Time(s) Requested:			Room(s) Required (Please mark): <input type="checkbox"/> Auditorium <input type="checkbox"/> Conference Room <input type="checkbox"/> Computer Lab <input type="checkbox"/> Small Room <input type="checkbox"/> Medium Room <input type="checkbox"/> Large Room
Name of Organization:			
Full Address:			
<input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Commercial <input type="checkbox"/> Government Agency			
Contact Name:			
Email:			
Phone:	Cell:	Fax:	

Please briefly describe your activity (meeting, seminar etc)

Special Requests (extra costs may apply):

<input type="checkbox"/> TV/VCR/DVD	<input type="checkbox"/> Video/LCD Projector
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> PA system (for G07 only)
<input type="checkbox"/> Portable Screen	<input type="checkbox"/> Flip Chart
	<input type="checkbox"/> Sign Easel

Waiver and Indemnity – please read carefully

In consideration of acceptance of being permitted to use the above requested meeting room and equipment, I/we agree to indemnify S.U.C.C.E.S.S., their respective agents,

officials, servants and representatives from and against all claims, actions, costs and expenses and demands in respect to death, injury, loss or damage to person or property, howsoever caused, arising out of or notwithstanding that the same may have been contributed to or occasioned by the negligence of the S.U.C.C.E.S.S. or any of its agents, officials, servants or representatives.

ACKNOWLEDGEMENT

I (We) have read the above Waiver and Indemnity and the Terms and Conditions of Booking and Use and agree to accept them in full. I (We) understand that in receiving permission to use the above requested Facilities, I am (we are) assuming the risks associated with doing so.

Signature: _____

Date: _____

Name of Authorised Signatory: _____