



CAMOSUN COASTAL CENTRE FACILITY BOOKING FORM

Thank you for your interest in booking an event at the Camosun Coastal Centre! We look forward to having you join us, and will do everything we can to make your event a success. Please fill in the following fields outlining your requirements for a space rental at the Camosun Coastal Centre. Our team will contact you within 48 business hours to confirm your booking and booking details.

Camosun Coastal Centre room rates and capacity are as follows;

Table with 3 columns: Room, Half Day Rate, Full Day Rate. Rows include Classroom A or B, Computer Lab, and Computer Lab - no computers.

Name Company Name Email Address

Phone Number Billing Address

Room Type Booking Duration

Start Time End Time

Setup Time Desired Dates

Number of Attendees Course Title

Additional Comments/Specifications

Please sign and date here to confirm you have read and agree to the Terms and Conditions for use of the Camosun Coastal Centre (found on the next page).

FACILITY RENTAL TERMS & CONDITIONS

1. All facility booking requests shall be made through the above Camosun Coastal Centre (CCC) booking form. Once complete, please submit to coastalcentre@camosun.ca. CCC administrative staff will confirm all bookings. All bookings are booked on a first-come, first-served basis, subject to room availability.
2. Facilities and equipment will be used only for the activities for which they have been designated.
3. All booking times include the time required to set up the room for use and clean up after use.
4. Users may use the audio-visual resources such as computers, projectors, TV, flip charts, easels, and dry erase boards.
5. Parking is included in each facility booking. Parking is located directly outside the Centre.
6. Camosun Coastal Centre (CCC) will not accept responsibility for any equipment, furniture, supplies or private property left in the building. Such materials are left at the owner's risk and may only be left with approval of CCC staff.
7. Food & Beverage: No food or beverages are allowed in the Computer Lab. If requested, CCC will order catering for the user for a fee - contact email below to discuss catering needs/fee. All catering will be invoiced directly to the client from the catering company. The user may also order their own preferred catering. All catering deliveries must be confirmed with CCC staff at the time of booking or by contacting coastalcentre@camosun.ca.
8. All user groups are responsible for their own liability insurance/coverage, and are not covered by Camosun College's UCIPP insurance. Groups are legally liable for their own actions, including bodily injury to persons and any damage to institution property they or their participants may cause.
9. The user is responsible for the conduct of its personnel. The group is financially responsible for any damage that occurs to the CCC building, property, or supplied equipment. The group shall pay all reasonable costs of repair or replacement.
10. CCC shall not be liable for any loss, injury or damage to users of the facilities, nor shall CCC be liable for any loss, injury or damage caused by acts or omissions of users of the facilities. The user must notify CCC of any and all losses, injuries and damages that occur while using the CCC facility. The user shall at all times indemnify CCC against all actions, claims, demands, liabilities and damages whatsoever which may in any manner be imposed on or incurred by CCC as consequence of or arising out of the use of the facilities by the user, its officers, employees or agents.
11. 24 hour Cancellation Policy: In the case of cancellation, please notify CCC staff in writing as soon as possible by emailing coastalcentre@camosun.ca. A full refund will be provided if the cancellation is requested prior to 24 hours. Any cancellation within 24 hours of the booking will not be refunded.
12. In the event of circumstances beyond CCC control we will communicate with users as soon as possible if any bookings need to be canceled or rescheduled (i.e. COVID-19).

