



EDMONTON
CONSTRUCTION
ASSOCIATION

Room Rental Form

Members can take advantage of using our ECA classrooms, boardroom, and event spaces at no charge!

We have a space for you to meet with a client or two. Spaces for a 24-person workshop. Even a space for a 60-person meeting! We have White boards, TV Screens, Tables, Chairs, Note pad Easel and HDMI, USB, and Display adaptor cords at request.

Conditions & Availability

- Rooms are available **Monday – Thursday 8:30am – 3:30pm** (subject to availability). Rooms are not available outside of office hours. **There will be a \$350 late fee charge if room rental goes past the 3:30pm mark.**
- Bookings are free to ECA members. Non-member rate - \$350 for the day, \$200 for half day. 24hr Cancellation notice for a full refund.
- Rooms can be used for meetings (planning, sales, safety, training, etc.). To book space for an education course or an event that will carry a registration fee, contact Brittany Down – brittaney.down@edmca.com
- **Set-up, hospitality, and clean-up services are not provided.** Room rentals do not include access to the kitchen & kitchen supplies, computer lab, copiers, or office supplies.
- If you need time to set up your table/chair configuration, please add that time to your booking. This can be booked the day of or the day before within our office hours.

For Rental inquiries, please contact Brittany Down at Brittaney.down@edmca.com



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Credit Card Authorization Consent Form for late room rental charge

(_____) Authorizes the Edmonton Construction Association to process credit card number below.

Type of Card: (Circle one) VISA MasterCard

Credit Card Number: _____

Expires: ____/____ **CVC #** _____ **Postal Code:** _____

Name of Cardholder: _____

Total Amount to be charged if room rental goes over 3:30pm

Email Address for Receipt: _____

Date: ____/____/____

Authorized Signature: _____

All credit card authorization forms will be shredded after processing.

