

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 Brittaney
 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 Brittaney Down at Brittaney.down@edmca.com



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 renta	al goes over 3:30pm
Email Address for Receipt:	
Date:/	
Authorized Signature	

All credit card authorization forms will be shredded after processing.

Organization:	
Type of Function:	
Function Date:	Head Count:
Time Required: Fro	m:To:
Contact Phone #'s:	
Contact Email:	
Meeting room Seats 6	Boardroom Corner Classroom Glass Classroom Seats 24 Seats 24 Seats 60
Room Rental Terms	
	ment will be honored and followed by the Edmonton Construction
2) ECA Member firms/No	ber firms/Non member firms . n member firms are responsible to follow policies and procedures related to
	ction Association. The room agrees that the ECA is not responsible for any take on all risk pertaining to the room rental.
I ACCEPT THE ROOM RENTAL T	ERMS AS STATED ABOVE.
NAME:	
SIGNATURE:	