



BY CHOICE HOTELS

CONFERENCE ROOM RENTAL CONTRACT

1500 Matheson Blvd. East at Dixie
Mississauga, Ontario L4W 3Z4
T: 905-624-6900 F: 905-624-1111
moy@comfortinnairportwest.com

Contract Information

Group Name: _____
Arrival Date: _____ Departure Date: _____
Fixed cut-off date: _____ Primary Contact: _____
Company Name: _____
Company Address: _____
Phone: _____ Total #of people: _____
Email: _____

Room Details

Flipchart/whiteboard	Yes	No	(included in rental)
Projector	Yes	No	(\$50/per day above rental fee)
Coffee/Tea/Water	Yes	No	(\$1.75/per person above rental fee)
Catering	Yes	No	(catering contract separately)
Setting:	Boardroom	Classroom	Theatre Dinner Setting
Event Type:	Meeting	Conference	Photoshoot Company Party

FULL-DAY RENTAL RATE: _____ notes: _____
HALF-DAY RENTAL RATE: _____ notes: _____
OTHER: _____ notes: _____

TOTAL AMOUNT DUE: (including HST)

Billing Information

Credit Card No.: _____ Expiry: _____
Name on Card: _____ Card Type: _____

Cancellation on room rental reservation or adjustment on arrival /departure date of a meeting must be received 14 days prior to arrival or a charge equivalent to the agreed upon rental fee will apply.

Contact Name: _____ Signature: _____
Hotel Representative: _____ Date: _____