



BC Floor Covering Association
 Unit #2, 19299 – 94th Ave.
 Surrey, BC V4N 4E6
 Ph: 604-881-4944
 Fax: 604-881-4744
 Email: info@bcfca.com

Boardroom / Warehouse Rental Contract

Date(s)		Name of Seminar(s)	
Individual/Org			
Contact Name		Time	
Address		Room	
City		Rent	
Postal Code		Expected Number	
Phone			
Email			
Set-up:	Classroom Style		
Menu:			
Beverage Requirements:		Audio Visual:	
		Projector	
		Screen	
		Flip Chart	
		Whiteboard	
		TV/VCR	
First Room Booking is Complimentary & Additional Room Bookings is \$160 / Day + GST (Min. charge \$80)			
Deposit Required		Amount	
Authorized Signature			
Date:			
<i>NOTE: Limited Parking available – We have max 3 parking spaces. Recommended to park offsite and carpool here.</i>			
You will be billed based on BCFCA agreement. Confirm number of attendants before signing.			
Facilitator – Signature:			
Date:			
Confirmation Required - Please Sign & Return			