

## ROCKY MOUNTAIN WINE & FOOD FESTIVAL BOARDROOM RENTAL INFORMATION



The Rocky Mountain Wine & Food Festival's boardroom is a great space for your next team meeting, training course or seminar. This private space is available to rent any time or day of the week.

### BOARDROOM FEATURES INCLUDE

- ❖ Two Large Tables
- ❖ 16 Chairs
- ❖ 65" Television with HDMI connector
- ❖ Coat Rack
- ❖ Two Private Washrooms
- ❖ Small kitchen with fridge, sink, kettle, and glassware
- ❖ Option to add on a tasting (wine, beer or spirits) by one of our experts *(additional fees apply)*

The space can be customized to your group's needs and can comfortably sit up to 16 people. It is recommended that your group does not exceed this number. Should your group be larger than this or you have any special requirements, including adding on a tasting, please contact us for additional pricing and details.

### RENTAL PRICES

Weekday/Daytime Rental (8:00am – 5:00pm)	\$150/day
Weekday/Evening Rental (5:00pm – 10:00pm)	\$250/day
Weekend Rental (Sat or Sun – Based on 8 hours)	\$350/day

### BOOKING REQUIREMENTS

**All requests must be received by email with a minimum of three (3) week notice.** Additional notice is encouraged for any special requests. Payment must be received to secure booking. Any liquor must be purchased from Rocky Mountain Wine, Spirits & Beer and a liquor license will be required from AGLC (\$10).

Please complete the booking please fill out the form below or contact Katie Hopkins directly for additional information: [katie@rockymountainwine.com](mailto:katie@rockymountainwine.com) or 403-228-0777.

# BOARDROOM BOOKING FORM

Please send completed forms to [katie@rockymountainwine.com](mailto:katie@rockymountainwine.com).

## Company Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## Booking Information

Requested Date(s) and Time(s):  
(ie. Thursday, Jan 17, 5-10pm)

Reason for Booking:  
(ie. company meeting, course, seminar)

Special Requests:

## Terms & Conditions

I understand that I will be held responsible for myself and my guests while using the RMWFF boardroom space. I understand that I will be held fiscally responsible for any physical damage that may occur to RMWFF's property by myself or one my guests and that all items found inside the boardroom cabinets/drawers are not the be used. I understand that I will remove any items brought in by myself or my guests and leave the space in the condition I received it in.

Do you accept the above statement:  Yes  No

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## Payment Information

Weekday/Daytime Rental (8:00am – 5:00pm)	_____	x	\$150/day	=	_____
Weekday/Evening Rental (5:00pm – 10:00pm)	_____	x	\$250/day	=	_____
Weekend Rental (Sat or Sun – Based on 8 hours)	_____	x	\$350/day	=	_____
SUBTOTAL				\$	_____
GST 5%				\$	_____
<b>TOTAL</b>				\$	_____

## Payment Information

### Credit Card

Visa

Mastercard

Cardholder Name:

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Card Number:

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Expiry:

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Signature:

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**Payment must be received to secure booking.** RMWFF Management will send you a confirmation email and a receipt once your request has been accepted (within 5 business days). Refunds are not provided. RMWFF's emails are encrypted and secure. If you prefer, please call us with your credit card number at 403.228.0777.

### Rocky Mountain Wine & Food Festival

#3 – 225 58<sup>th</sup> Ave SE

Calgary, AB T2H 0N8

403-228-0777