



8105 Birch Bay Square St. Suite 205 Blaine, WA 98230
Telephone (360) 366-8500 **Fax** (360) 366-1001
Email info@peacearchbusinesscenter.com

Conference Room Rental Contract and Policies

Complete Registration Information

Company Name: _____
 Address Line 1: _____
 Address Line 2: _____
 City: _____ State/Province: _____ Zip/Postal Code: _____
 Country: _____ Phone: _____ Fax: _____
 Web site: _____
 Email: _____
 Name: _____ Title: _____
 Purpose for room rental: _____

Requested Dates	Requested Times	Room Set-up	Est. # of participants	A/V requirements
Amount due: \$		Due Date:		

Payment

Payment Method:
 American Express _____ Master Card _____ Visa _____
 Credit Card #: _____ Exp. Date: ____/____ CSV #: _____
 Credit Card Billing Address (if different from address listed above):
 Address: _____
 City: _____ State: _____ Zip/Postal Code: _____
 Country: _____
 Authorized Signature: _____
 Print Name: _____

Cancellations, Changes and Refunds

- If cancellation is received less than 24 hours prior to rental date the applicant will be charged for the full amount.
- Refunds are not issued for unused hours.

General Rental Information

- Peace Arch Business Center will not assume responsibility or liability for personal property and equipment brought onto or left on the property.
- This is a non-smoking facility. According to Washington State Law, no smoking is permitted within 25 feet of a public entrance.
- No pets are permitted inside or outside of the facilities on the property.
- Any matters not specifically covered in this agreement shall be subject solely to the discretion of Peace Arch Business Center.

Authorized Signatures

I acknowledge and accept the above.

Peace Arch Business Center Signature

Company Signature

Printed Name

Printed Name

Title

Title

Date

Date