



Meeting Space Rental Agreement

ROOM RENTAL AGREEMENT - TERMS & CONDITIONS

Wellness Team on Queen Inc. will rent rooms only to individuals or groups who comply with the Room Rental Policy and this agreement.

This Agreement between _____ (hereinafter referred to as *Renter*) and Wellness Team on Queen Inc. (hereinafter referred to as *WTOQ*) defines the terms and conditions for all room rentals.

The following terms and conditions apply to all room rentals:

1. Reservations are accepted on a first-come, first-serve basis, no more than 90 days in advance.
2. The rooms are available for use during/after open hours of operation.
3. I agree that the set up and take down of tables and chairs is my responsibility, cleanup and returning the room to a clean state that I found it must be completed during the rental period. Failure to comply will result in loss of damage deposit.
3. The Room Rental Agreement form must be completed and signed a minimum of 72 hours in advance of the event. Some exceptions may apply.
4. 100% of the room rental fee is required when signing this agreement. Payment for the room rental is accepted by cash, cheque or by e-transfer. Payment is due at the time of booking, unless other arrangements have been made with the WTOQ. Please email in advance to schedule your viewing and payment time.
5. **Rental fees are non-refundable and subject to change. If you need to cancel your registration a 50% deposit will be returned to you via EFT.** A minimum of forty-eight (48) hours' notice is necessary for cancellation of a booking, or a refund will not be possible. To cancel a room reservation, call 519-841-4628 or 519-716-0956.
5. NSF and/or returned cheques are subject to a \$35 administration fee. No exceptions.
6. Applications will be considered for both occasional and periodic use as long as such use does not restrict the freedom of WTOQ in planning and scheduling its own activities.

7. An event reservation, though confirmed, may be cancelled by the WTOQ due to the prior booking of an WTOQ event, foul weather, and natural disasters. A full refund will be made in such circumstances.

9. Users under twenty-one years of age must have the Rental Agreement signed by a sponsoring adult, who must be present for the meeting and accept responsibility for the minor participants, and any damage done to the room.

10. The Renter is responsible for arranging furnishings (tables and chairs) according to their requirements, and returning the room to its original configuration. Failure to do so will result in an additional fee of \$250 for which the Renter will be held responsible.

11. The meeting rooms and event area must be left in proper order with all paper, trash, etc. disposed of in trash receptacles. A clean up fee will be charged if warranted, as assessed by WTOQ.

13. The Renter is responsible for any and all damage to the facilities and/or contents and fixtures. All damage must be reported to WTOQ staff immediately. Renter is expected to cover the cost of all repairs, replacement and extra cleaning required as a result of the rental. A \$250 damage deposit (credit card) is required and will be refunded within 24 hours upon WTOQ final inspection of the rented areas.

14. Granting permission to use WTOQ event space does not constitute an endorsement by WTOQ of any individual, group or its beliefs/practices.

16. Food and non-alcoholic beverages may be served in the event space. Limited access to kitchen facilities may be available if requested at time of booking. Food orders, deliveries and payment are the sole responsibility of the Renter. Catered events may be arranged by the Renter with prior consent of WTOQ.

17. Smoking is prohibited. Alcoholic is strictly prohibited.

18. Use of lighted candles, open flames, and catalytic burners is strictly prohibited.

19. WTOQ reserves the right to have a member of its staff present at each scheduled event.

21. The Renter shall confine all activities, equipment and promotional materials to within the rented space. On the day of the event, notices or flyers announcing the users' event, or use of the room, may be placed on the door of the rented space.

22. WTOQ does not supply technical support, tape, scissors, chalk or any other equipment for your event.

23. Renter and guests must leave the premises on agreed upon time. Failure to do so may result in additional fees for which the Renter will be held responsible.

24. Renter agrees to inform guests of location of WTOQ parking lot and pertinent instructions to all attendees.

25. It is understood, WTOQ is in no way responsible for any personal injuries, property damages, lost or stolen items or other liabilities that may be incurred during use of their facility. Renter and their guests agree to release indemnity and hold Wellness Team on Queen Inc. harmless of any such damages.

LIABILITY (signature required)

I, _____, agree that I, my heirs, next of kin, executors, administrators and assigns do hereby fully release Wellness Team On Queen Inc. from any and all liability, claims and causes of action arising from any injury, damage or loss I / my family may sustain as a result of being in the space currently leased by Wellness Team On Queen Inc. and covenant not to sue Wellness Team On Queen Inc.

I, _____, agree to indemnify, defend, and hold Wellness Team on Queen Inc., its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment. **This is a complete and irrevocable release.**

In the event, WTOQ, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, I agree to pay WTOQ, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by the *WTOQ* including all collection expenses and interest due.

CAPACITY EVENT SPACE USER understands that the maximum standing capacity of the Studio event space is 40-50 people and will not exceed this limit.

If you are having your event privately catered – please fill this section in.

INSURANCE AND LIABILITY (signature required)

Commercial Liability Insurance is required for all Caterers. Established Catering Services may use their license and insurance to cover this. The insurance must, at _____ sole expense, provide and maintain public liability and personal property damage insurance, insuring WTOQ and WTOQ directors, employees, contractors and members against all bodily injury, property damage, personal injury and other loss arising out of _____ use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$ 2,000,000, and general aggregate liability of not less than \$ 2,000,000.

Any caterers and/or outside vendors, companies, and/or institutions MUST provide a copy of their Certificate of Insurance to WTOQ , and will be delivered at least one month prior to the event.

RENTAL DATE: _____

RENTAL TIME: _____

Wellness Team on Queen Inc.

Date:

Renter

Date:

Witness

Date:

Damage and Security deposit waiver and release:

1. **Deposit.** This is a preauthorized agreement in the event of any damage that occurs, you have agreed to use credit card provided below and charge the amount of no more than \$250.

2. **Use of Deposit.** Upon any damage done to WTOQ by the renter, WTOQ may apply so much of the Security Deposit as is necessary to cure the damage or cover their expenses incurred as a result of damage.

Credit Card Number _____

Expiry _____

Credit Card Holder Name and

Signature_____