

Walkerton Clean Water Centre New 2012 Facility Rental Agreement



Please complete the information below in full, and fax to (519)881-4947 or email to inquiry@wcwc.ca.

Contact Name:	Contact Title:	Telephone:	
Email:	Fax:	Purchase Order Number:	
Organization Name and Billing Address:			
Purpose of Event:			
Requested Date:	Number of Attendees:	Room(s) Requested:	Hours Required:
Equipment required: <input type="checkbox"/> Flip Chart Board <input type="checkbox"/> Laptop <input type="checkbox"/> Projector			
All day coffee service required*: <input type="checkbox"/> Yes (\$2.50/person min. \$25 fee) <input type="checkbox"/> No *All day coffee service includes coffee, tea and jugs of iced water, replenished as required.*		Room Setup: <input type="checkbox"/> Classroom <input type="checkbox"/> U shaped **Please see Room Use Policy for other "Room Setup" options**	

** The Centre's room rentals are available from 7:30 a.m. to 4:30 p.m. Monday – Friday**

Office Use Only	
Date completed request received: _____	Received by: _____
Date client contacted of status: _____	Contacted by: _____
Rental authorized/declined by: _____	
The Centre reserves the right to cancel or request that you reschedule your rental of the facility, should a scheduling conflict affecting the Centre's business arise	

December 22, 2010

(Revised December 7, 2011)

Room Specifications & 2012 Rental Rates

Room	Seating Capacity		A/V Equipment*	Daily Rental Fee **
	U Shaped	Classroom		
Training Room 1	18	24	✓	\$150
Training Room 2	18	24	✓	\$150
Training Room 3	18	24	✓	\$150
Training Room 1 & 2 (combined)	-	48	✓	\$225
Training Room 2 & 3 (combined)	-	48	✓	\$225
Training Rooms 1, 2 & 3 (combined)	-	72	✓	\$300
Boardroom (seats max. 14) **Available only for Board of Director Meetings **	-	-	✓	\$150

*LCD projector, screen, laptop, flip chart and markers

**For half day rental or less, billing is at ½ of the listed fee (7:30 am to 12pm, 12pm to 4:30pm); price listed does not include HST

December 22, 2010

(Revised December 7, 2011)

Revised 2012 Room Use Policy

The Walkerton Clean Water Centre welcomes you and your group to use our facility. The following Room Use Policy should be read. If you require clarification, please contact us. Enjoy your stay!

1. Audio Visual Equipment

All meeting space provided by the Walkerton Clean Water Centre ("the Centre") features a flipchart and markers, laptop, LCD projector (except boardroom) and screen, which is included in the room rental price. Clients wishing to use their own laptop or other audio visual equipment must notify the Centre in advance to arrange Centre staff assistance.

2. Food and Beverage

Clients are responsible for making arrangements for food and beverage service. All day coffee service is available but must be arranged at the time of booking. If requested, the Centre will provide a list of local catering firms. The Centre accepts no liability for the quality, food safety or service of outside catering firms, and the Client is responsible for ensuring that all food and beverage, if not provided directly by the Centre, is removed prior to 4:00 pm. No alcohol is permitted. The Centre maintains a strict No Bottled Water policy.

3. Meeting Space Furnishings and Setup

The Centre will provide the Client with an adequate amount of tables and chairs for the meeting space and confirmed number of participants. The Centre will set up the meeting space according to the room setup choice declared on the agreement. If the Client requires a unique setup not generally offered by the Centre, once approved, the Client is required to set up the room accordingly and return it to the original setup at the conclusion of the event.

4. Reservations

All room reservations are made through the Management Services Administrative Assistant at the Centre. You will receive confirmation of your reservation. The Centre reserves the right to refuse reservations that may violate the Centre's Human Rights policies.

Renters, whose participants are under the age of 18, must obtain special approval from the Centre.

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5. Damage to Property

The Centre is not liable for damage, theft or loss of Client property. The Centre reserves the right to bill the Client for damage to Centre property. The Client is not responsible for the damages resulting from standard wear and tear of Centre property.

6. Indemnity Against Third-Party Claims

The Client hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other Proceedings (collectively "Claims"), by whomever made, sustained incurred, brought or prosecuted, including for third party bodily injury (including death), personal injury and property damage, in any way based upon, occasioned by or attributable to anything done or omitted to be done by the Supplier, its subcontractors or their respective directors, officers, agents, employees, partners, affiliates, volunteers or independent contractors in the course of performance of the Client's obligations under, or otherwise in connection with, the Agreement.

7. Client's Insurance

The Client hereby agrees to have in effect insurance for the period of the rental, at its own cost and expense, with insurers, all the necessary and appropriate insurance that a prudent person in the business of the Client would maintain.

8. Incidental Costs

The Centre offers fax and photocopy services if necessary. If such services are required, please see the Receptionist to make arrangements and to obtain a copy of the fee schedule. Exceptional demands on staff will result in additional Administrative costs. All services will be billed according to the Centre's business services fee schedule and signed off by an authorized representative of the Client.

9. Signage

Wherever possible, the Centre will utilize electronic signage to welcome participants to the Client's event.

10. Safety

The Client's representative is responsible for ensuring all guests are made aware of the Centre's safety and security rules, which are available from the Receptionist on the date of the event. Should our safety and security rules not be adhered to, the Centre has the right to ask the client to vacate the premises.

11. Cancellation

In the event that the Client must cancel a reservation, the Client will be charged as follows:

- Room cancelled greater than 10 business days prior to the event: no charge
- Room cancelled between 3 to 9 business days prior to the event: 50% of room rental
- Room cancelled less than 3 business days prior to the event: 100% of room rental

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(Revised December 7, 2011)

12. Payment

All charges related to room rental and related services will be invoiced to the Client following the event. Payment is due upon receipt. Gratuities are not accepted.

Acknowledged on behalf of the Client:

Name

Signature

Date

I have authority to bind the Client.

Please fax completed Facility Rental Agreement and signed Policy sheets to (519) 881-4947.

December 22, 2010

(Revised December 7, 2011)