



Contact Information

Contact Name:

Business/Organization Name:

Contact Number:

Email Address:

Please bill the credit card information below for all future rental bookings with NABI

Please bill the credit card information below for ONLY this rental booking with NABI

My credit card information is already on file with NABI

Cardholder Information:

Billing Name:

Billing Address:

Street:

City: Province:

Postal Code:

Country:

Direct Telephone Number: ()

Credit Card Information:

Cardholder Name:

Credit Card Number:

Expiration (MM/YY):

Security Code (3 Digits):

Cardholder Signature:

Room Booking - Rates

Campbell Building

- Small Boardroom \$30/hour; \$85 half a day; \$150 full day
- Large Boardroom \$35/hour; \$120 half a day; \$200 full day
- Classroom \$45/hour; \$150 half a day; \$225 full day

Mission Building

- Small Counselling Room and Commons Boardroom \$30/hour; \$85 half a day; \$150 full day
- Large Boardroom \$35/hour; \$120 half a day; \$200 full day

*Half day up to 4 hours. ** Full day up to 8 hours.

***Minimum of 2 hours booking required when booking after normal business hours.
(Business hours: Monday - Friday 8:00 am - 4:30 pm)*

Location:

Booking Date:

Booking Time to

Office Use Only:

Rental Charges (+GST)

Transferred into Skedda:

Rental Agreement

Conditions of the Rental Agreement

The renter shall:

A. Renter's Responsibility

1. The renter shall:

- a. Pay a \$25 deposit at the time of booking to hold the rental space;
- b. pay the full cost of the rental upon completion of the rental;
- c. pay the NABI, on demand, the total cost of any damage to the premises resulting from the use of the premises by the renter or any person permitted by the renter to enter the rental space; renter and guests must leave the space at the agreed upon time, failure to comply will result in additional rental charges;
- d. not construct, erect or attach any fixture to the floor, ceiling or walls of the premises or alter the premises in any way whatsoever without first obtaining the written consent of NABI and, if such consent is obtained, then the work shall be done only in strict accordance with such consent;
- e. during the period of occupancy in the space, ensure that all persons using the meeting room do so in an orderly manner and do not breach any law, regulation, bylaw, rule or NABI policy;
- f. release NABI from any responsibility or liability whatsoever that might arise out of NABI failing to provide the premises or any services to the premises under the terms of this agreement;
- g. comply with all applicable regulations respecting fire safety and other matters, and shall be responsible for the conduct of all persons on the premises during the period covered by the facility contract;
- h. be responsible for any applicable licensing or royalties when playing music or videos;
- i. confine any sales activities to the meeting room and not solicit any NABI occupants;

The renter agrees to notify NABI of any condition that may render the premises or any equipment unsafe for use, and if NABI is unable to correct the condition, then NABI has the right to cancel the use of the premises until the condition is corrected.

B. Clean-up

1. Be responsible for arranging tables and chairs according to meeting requirements and returning the rental space to its original configuration
2. be responsible for removing all items brought in as well as all general clean-up of the rental space; renter acknowledges there will be a \$50 cleaning fee charged on top of the rental fee if room is not left in the condition it was originally found in;

C. Security

3. renter is responsible for picking up the keys from main reception during regular business hours prior to rental date and returning keys to reception within 72 hours' following the rental of the space (unless other arrangements have been made with reception to leave the keys in the rental space when renter is finished with the space); keys from the time of sign out become the responsibility of the renter, as well as the security of the space;
4. a charge of \$50 will be billed to the renter's credit card if the key is not returned to reception within the adequate timeframe;
5. pay NABI a \$250 fee in the event of a false alarm, if it happens to be the fault of the renter. Policies and procedures surrounding the security system will be explained in full to the renter prior to the date of their meeting.

D. Cancellation

1. we require 72 hours notice to cancel a rental space booking;
2. an administration fee of \$25 will be charged to the renter if the rental space is cancelled with less than 72 hours notice;
3. failure to cancel will result in the renter being charged the full amount of the rental space.

I, the undersign agree to be bound by the rental agreement and have the authority to sign on behalf of the organization.

Signature:

Date:

Please return the form to info@nabi.ca, fax the form to 780-458-5074, or return to our NABI Campbell location.