



## CONFERENCE ROOM RENTAL AGREEMENT

I, \_\_\_\_\_, representing \_\_\_\_\_, (herein called "the Renter"), hereby acknowledge that I have read, understand, agree and will comply with the attached conditions of this Rental agreement (*with the incorporated and agreed amendments if applicable*) with **CHAMPIONS GYMNASTICS Inc.**

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Dates/times of the projected Rental (s): \_\_\_\_\_

Approximate # of participants/day : \_\_\_\_\_

Service requirements (*other than the specified details of this Agreement*): \_\_\_\_\_

Alberta Room:

Canada Room:

Edmonton Room:

Please specify the exact intended use of the facility : \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

Rate : \$ \_\_\_\_\_/hours x # of hours \_\_\_\_\_ Projected total \$ \_\_\_\_\_  
(All prices include the GST)

**50% Deposit required to confirm Rental** → \$ \_\_\_\_\_

Balanced owing \$ \_\_\_\_\_

Authorized : \_\_\_\_\_ Date : \_\_\_\_\_

### FOR Champions Gymnastics Office Use Only

Deposit paid on: \_\_\_\_\_ Balance paid on: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Receipt #: \_\_\_\_\_

## Conference Room Rental Agreement

- **CHAMPIONS GYMNASTICS** requires a 50% deposit (VISA, Mastercard, cheque, cash or debit) to confirm a Conference Room Reservation. The contact person for the Renter will receive this Agreement Form, which must be filled out and returned (along with the deposit) to **CHAMPIONS GYMNASTICS** at the above-mentioned address.
- An **Administrative Fee of 5%** (minimum \$ 35.00) will be applied to any cancelled reservation, provided we have received a cancellation notice at least two (2) weeks prior to the reserved dates indicated on the Rental Agreement. *Some exceptions may apply at the discretion of CHAMPIONS GYMNASTICS owners.*
- A **50% charge applies** with less than two (2) weeks notice of the Rental dates. *Some exceptions may apply at the discretion of CHAMPIONS GYMNASTICS owners.*
- Rentals **cancelled with less than forty-eight (48) hours notice** prior to the Rental dates are subject to a **100% cancellation charge**. The 100% cancellation charge applies for any rental, which has been confirmed by the payment of the required deposit. *Some exceptions may apply at the discretion of CHAMPIONS GYMNASTICS owners.*
- The **equipment supplied** to the Renter in the Conference Room in question remains the responsibility of the Renter from the time of the beginning of the Rental Agreement to the end of that Agreement. **Damaged items will be charged at replacement cost** to the Renter. Notification of damaged or missing items **MUST** be reported by calling 780-440-0014 as soon as noticed.
- The Rental cost **provides access to the rented Conference Room for the entire duration** of the rental. It provides the Renter with access and use of the Internet connection and all Audio-Visual equipment supplied in the Conference Room.
- CHAMPIONS GYMNASTICS **is insured** (up to a max. of \$ 5,000,000 per occurrence, through the Alberta Gymnastics Federation Group Liability Policy) for all participants and that policy is valid for the period of July 1 to June 30<sup>th</sup> of each year.