



The George Price Center for Peace & Development

Event Space Rental Agreement and Contract

Event Date: _____ Set-Up Time: _____ Event Start Time: _____ Wrap-Up Time: _____

Event Name: _____

Single Event or Multiple Days/Nights: _____

Details (For Best Event pre-planning and production please provide a detailed plan and desired schedule for specific times of your event.)

Client(s)/Corporation: _____ / _____

Address: _____ City: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

- A signed contract and date-hold deposit in the amount of \$200.00 (per each 8 – hour rental period) must be received to reserve your date(s) and time(s).
- The balance of your space rental fee is due seven (7) days prior to your event.
- Date hold deposits are non-refundable.

Payments should be made to The George Price Center for Peace & Development. Cash, check or bank deposits are accepted.

No refunds of the space rental fees will be paid five (5) days prior to an event, as your agreement to rent The George Price Center on this day may cause the loss of additional bookings or business.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: _____ Date: _____

Acknowledged, Agreed by The George Price Center: _____ Date: _____

Please initial and date the following three pages.

The George Price Center for Peace & Development

Event Space Rental Agreement and Contract

Conditions & Responsibilities of Renter

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping **The George Price Center** a well maintained and safe location for future use.

Deposit/Rental Fees

A signed contract and date-hold deposit in the amount of \$200.00 (per each 8-hour rental period) must be received to reserve your date(s) and time(s). The balance of your rental fee is due seven (7) days prior to your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

Liability

Renter agrees to indemnify, defend and hold The George Price Center, its building owners, officers, employees, and agents harmless of and from any liabilities, cost, 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, services, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at The George Price Center.

In the event The George Price Center, its building owners, officers, employees and/or agents, are required to file an action in court in order to enforce any provisions of this agreement, renter agrees to pay The George Price Center, its officers, building owners, employees and/or agents, all reasonable attorney fees, court fees, and cost of suit incurred by The George Price Center, including all collection expenses and interest due.

Catering Standards

We highly recommend that a caterer from our The George Price Center Recommended Caterers list be used for your event. Our recommended caterers have experience working at The George Price Center and are familiar with our regulations, policies and procedures. Use of caterers not on our recommended list may result in increased fees.

Kitchen Policy – The George Price Center's kitchen is not a production space and is to be used for final food presentation, plating and bussing only. Please note The George Price Center does not provide dishes, glassware, pots, pans, knives or utensils. The kitchen production space will be provided in a clean condition and space should be returned to a clean condition immediately following your event. A final walkthrough with a member of our staff is mandatory at the close of your event. Caterers must remove all trash composting and recyclables from the kitchen. All trash must be properly bagged and placed in the trash receptacle.

Failure to remove or clean will result in additional fees to the renter and will be invoiced after the event. The George Price Center encourage those renting space to consider green sustainable, fair trade, ecologically sound cleaning and zero waste solutions. The George Price Center proudly commits to as close to zero waste events as possible.

Contract/Renter Initials: _____ Date: _____

Capacity

Auditorium – 150 with tables, 200 in the room seated, 250 standing reception

Multipurpose Room – 50 seated workshop style, 70 lecture-style 100 standing reception

Conference Room – 17 seated boardroom style

Site Decoration

We highly recommend that a decorator from our The George Price Center Recommended Decorators list be used for your event. Our recommended decorators have experience working at The George Price Center and are familiar with our regulations, policies and procedures. Use of decorators not on our recommended list may result in increased fees.

The George Price Center wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow the renter to prepare decorations reflecting their creative requirements. We ask that only the staff of The George Price Center rearrange and move any furnishings including, but not limited to plants, tables, seating. No nails, screws, staples or penetrating items are to be used on our walls or floors. No renter/ decorator is allowed to lift ceiling tiles to attach decorations. No glitter or foil (non-paper) confetti is allowed on site. Only low track tape is allowed on our floors and walls. Any damage will be charged after your event.

Conduct

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. During underage events, such as school dances, we prefer that underage individuals do not have in and out privileges. Conduct deemed disorderly at the sole discretion of The George Price Center staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases, NO refund of the event costs shall be made.

Live Music/DJs/Noise

The George Price Center encourages music and lots of dancing! However, please be aware that the premises are located near residential areas and therefore neighbourhood noise regulations do apply. In the event that renter's event creates a disturbance due to high noise volume, The George Price Center's onsite manager has full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at The George Price Center's discretion, the renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event cost will be refunded to the renter.

Loud music must end by 10:00 p.m during weeknights (Monday thru Thursday and by midnight on weekends (Friday and Saturday). Additional time can easily be added provided the volume is modest and it cannot be heard beyond the boundaries of the property or by immediate neighbours.

Contract/Renter Initials: _____ Date: _____

Load-In/Load-Out and Storage

All load-ins and load-outs must take place within the designated timeframe given by The George Price Center. If there is an event prior to yours a timed delivery will be required. The George Price Center is not responsible for checking in or handling any items brought into the venue by rental companies. All External items must be checked in and signed for by the client or client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by the rental company, client, or client's representative.

Limited storage space is available upon request Storage fees will be applied to any items left overnight or beyond normal load-in/load-out times. This also applies to items left post-event for shipment out via courier. Note: It is not the responsibility of The George Price Center to ensure that pickups are scheduled and executed.

Cleaning, Trash and Equipment Removal

The George Price Center will be in a clean condition prior to your event. Within two (2) hours following the event, you are required to return the space to the same condition in which it was found.

The George Price Center encourages those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. The George Price Center proudly commits to as close to zero waste events as possible. All trash must be collected, properly bagged and removed by the renter.

All rental equipment must be removed immediately following your event.

City & National Laws

Renter agrees to comply with all applicable City and National laws and shall conduct no illegal act on the premises. This is a drug-free and non-smoking facility at all times, NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renters may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety to ensure alcoholic beverages are consumed in a responsible manner. The George Price Center reserves the right in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit or insurability of The George Price Center or the safety of its staff, guests, or building contents.

Entry & Exit

Renter agrees that The George Price Center's staff may enter and exit premises during the course of the event. A representative of The George Price Center will be on site during your entire event and will be checking periodically with the responsible parties to ensure everything is running smoothly. We will also be checking the bathroom, The overall Premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

Lost & Found

Renter agrees that The George Price Center takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

Contract/Renter Initials: _____ Date: _____

Additional Rental Fees:

Please note that the following items, if requested by the renter, have additional costs attached:

P.A system: \$40.00

Projector: \$20. 00

Tea/Coffee: \$40.00

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