



UBC Campus
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Canada

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Classroom and Meeting Space Agreement

PREPARED FOR:

Theophilus Doku

Company Name

11358 128 ST

Surrey, BC V3R 2W6

Phone: 604 722 7696

Email: tdoku@calvaryonline.ca

Carey Hall, hereafter referred to as "Carey" and Calvary Worship Centre, hereafter referred to as "the Client," agree to the following terms and conditions:



By signing and returning the enclosed copy of this contract by **(14 days after)**, these arrangements will be confirmed. Failure to return a mutually agreed, executed original of this agreement by **(14 days after)**, will render this letter void, and the room block will be automatically released.

1. MEETING SPACE

Carey will reserve the meeting space listed below for delegates of Calvary Worship Centre. All meeting spaces shall be offered at the listed rates and are subject to applicable taxes, subject to change. All rates are quoted in Canadian funds.

Start: **xx**

End: **xx**

Booked Space: **xx**

Rate: **xx**

Total amount: **xx**

2. PAYMENT STRUCTURE

- 2.1. Payment may be made via credit card, e-transfer or corporate cheque. Credit card payments must have a completed authorization form. Cheques should be made payable to Carey Hall.

3. PAYMENT AND CANCELLATION POLICIES

- 3.1. Deposit and Contract:
 - 3.1.1. A deposit of 20% of the Estimated Total Charge is required within **fourteen (14) days** of receiving the contract to secure the Rental Date(s).
 - 3.1.2. The signed contract must also be returned within **fourteen (14) days** of receipt.
- 3.2. Balance Payment:



- 3.2.1. The remaining balance will be charged **three (3) days** before the first date of the event. If the payment is not successfully processed, the booking will be cancelled, and the deposit forfeited.

3.3. Cancellation Policy:

- 3.3.1. Cancellations made **thirty (30) days** or more before the first date of the event are free of charge.
- 3.3.2. Cancellations made less than **thirty (30) days** before the first date of the event will result in forfeiture of the deposit and cancellation of the booking.

4. FOOD POLICIES

- 4.1. No outside food or drinks are permitted in any meeting spaces or classrooms.
 - 4.1.1. Any cleaning service required due to the consumption of food will result in an additional damage fee of \$250 recovery fee as well as an additional cleaning fee.
- 4.2. All food or drink from the Carey's Cafeteria must be purchased before consumption.
- 4.3. Alcohol is not allowed anywhere on Carey's premises, including the parking lot.

5. SMOKING

- 5.1. No smoking is allowed in the entire premises including Carey's parking lot.
- 5.2. A minimum \$250 recovery fee per incident will be charged for smoking on Carey's premises.
- 5.3. If you choose to smoke outside of Carey's property, UBC's policy requires smoking to be at least 8 meters away from any doorway, window, or air vent.

6. PARKING

- 6.1. Limited parking is available on a first-come, first-served basis. Payment may be made at the front desk.

7. NOISE

- 7.1. Noise must be kept within acceptable limits at all times so as not to disturb the other users of Carey.

8. LEAVING THE PREMISES

- 8.1. The Client and event participants must vacate the room by the scheduled end time as specified in this Confirmation to avoid additional charges.



9. CLEANLINESS

- 9.1. The Client agrees to maintain the rented space in a clean condition. Failure to do so may result in additional cleaning charges, including professional fees.

10. DAMAGES

- 10.1. The Client agrees to pay for charges resulting from damages to Carey's property by the Client and/or delegates at a charge of cost recovery. Carey reserves the right to charge the credit card on file directly for all such damages.

- 10.1.1. Any electronics such as toasters, heaters, and so forth, that cause overloads on the room voltage, are not permitted.

11. FORCE MAJEURE

- 11.1. Neither party shall be liable for damages or have the right to terminate this agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to natural disasters (ex. earthquakes, tornadoes, hurricanes, damage caused by fire, flood or other similar events), government authority, acts of terrorism, labour disputes, or any other act outside the control of Carey Hall of the Organizer.

12. OTHERS

- 12.1. During the winter months, from December 1st to March 31st, the thermostat in the room should be set to 12 degrees Celsius after the event is over and before leaving the room.

To secure this booking, please reply to this email confirming your agreement to the Terms and Conditions AND pay the deposit. **Payments must be made by cheques payable to Carey Hall, Credit Card Information, or e-transfer.**

ACCEPTANCE

The Client is responsible for adequately supervising event participants and ensuring their compliance with Carey's rules. Carey reserves the right to impose charges for any rule violations.



When signed by an authorized representative of the Client, this agreement will constitute a binding contract between Carey and the Client. Any changes to this contract must be in writing and agreed by both parties.

-----*(Please sign and return)*-----

I agree to the above terms and conditions on behalf of the Client.

On behalf of *(customer's name/company)*

Authorized Signature

Printed Name

Date