



PO Box 1238, Guelph, ON
N1H 6N6
Tel: (519) 824-1250 Ext. 241
Fax: (519) 767-0994
www.orchardparkcentre.ca

Ignatius Hall Rental Agreement

Please complete the information below and return to us by fax or mail, as above.

Date: (dd/month/yyyy) _____/_____/_____

Company Name: (if applicable) _____

Contact Name: _____

Title: _____

Mailing Address and Contact Information

Address: _____

City: Province/State: _____

Country: Zip/Postal Code: _____

Phone #: () _____ Work #: () _____ Fax: _____

E-mail Address: _____

Event Details

Is This A One Day Event: Yes / No

Event Date(s): _____/_____/_____ to _____/_____/_____

Time of Day Required: _____ to _____

Anticipated No. Of Attendees: _____

Nature of Event: (i.e. board meeting, lecture, reception) _____

Payment Details

A minimum deposit of 50% is required to reserve venue.

Have you enclosed a deposit: Yes / No

Amount Enclosed: \$ _____

How will you make future payment(s):

- Online Credit Card (coming soon)
- Mail Cheque
- Payment At Event

Insurance Waiver

Insurance Certificate to be provided by:

(name of Insurance Company)

Certificate must name "Jesuits of Upper Canada / Orchard Park Business Centre" as the insured party complete with date of coverage.

Authorization

I have read the Terms & Conditions of rental and hereby agree to abide by them as requested. If for any reason, I need to cancel the event, I agree to notify Orchard Park Business Centre as soon as possible.

Contact Person: _____

On Behalf Of: _____

Signature: _____

Date: (dd/month/yyyy) ____/____/____

For any questions, please call Mike Schweier at 824-1250, ext 277, or 766-3367.

Terms & Conditions

1. Renters are only allowed access to the Hall on the day of the rental; if requested the day/night before.
2. The person who signs the rental agreement is responsible for the Hall and the keys. All personal effects must be removed immediately after the function and the keys must be returned by 11am the next day unless otherwise arranged and agreed upon by the renter and the building representative.
3. If the keys are lost the renter will be charged ALL costs for changing the locks.
4. Orchard Park Business Centre is not liable for any accidents, damages or injuries that occur during the function.
5. Cancellation notice is required, at least 14 days prior to rental date; deposit is non-refundable. If more than 14 days notice is provided, an administration fee of \$25 will be deducted from the refund.
6. Non Sufficient Funds (NSF) Fee - \$25.00
7. All tables and chairs will be set up, taken down and stored properly by the renter of the hall. The items are not to be dragged on the floor; moving equipment is provided.
8. Limited use of kitchen; sink, fridge, stove, microwave and counter space are provided. However, you must provide your own cups, plates, etc.; no utensils or dishes are supplied.
9. Bathrooms will be fully stocked; renters are responsible for any additional supplies required.
10. Absolutely no hazardous material is allowed in the building.
- 11 You may post your own temporary signage on the outside doors, or sandwich boards at the laneway, but please remove these when leaving the facilities.
12. There is no smoking in the building or the courtyard.
13. Management reserves the right to refuse rentals.

Please acknowledge terms by initialing document: _____

Date: (dd/month/yyyy) ____/____/____