



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

Contact name: \_\_\_\_\_

Name of organization/project: \_\_\_\_\_

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

Email : \_\_\_\_\_ Phone: \_\_\_\_\_

**Room:**

- |  |                                   |                              |                             |
|--|-----------------------------------|------------------------------|-----------------------------|
| <input type="checkbox"/> 3 <sup>rd</sup> Floor Boardroom       | Current Creative Manitoba member: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> 4 <sup>th</sup> Floor Classroom       | Smudging or Pipe Ceremony:        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> 4 <sup>th</sup> Floor Sacred Circle   | Tech add-ons (see form 2):        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> 4 <sup>th</sup> Floor Small Classroom | Number of participants:           | _____                        |                             |

**Please note:**

- All bookings have a 3 hour minimum and an 8 hour daily maximum. 5 hours=1 day.
- A \$25/hour staffing surcharge will be added outside of office hours (9 am–5 pm, Monday-Friday)
- Surcharges apply for pre-booking set-up and post-booking clean-up.

**Date(s) and time(s) of rental:**

**Fee:**

|       |        |       |       |       |       |
|-------|--------|-------|-------|-------|-------|
| _____ | _____  | _____ | _____ | _____ | _____ |
| Date  | Access | Start | End   | Exit  |       |
| _____ | _____  | _____ | _____ | _____ | _____ |
| Date  | Access | Start | End   | Exit  |       |
| _____ | _____  | _____ | _____ | _____ | _____ |
| Date  | Access | Start | End   | Exit  |       |

Staffing surcharge: \_\_\_\_\_ Numbers of hours \_\_\_\_\_ X \$25 \_\_\_\_\_

Sub-total due at time of booking: \_\_\_\_\_

Discount \_\_\_\_\_

**Total** \_\_\_\_\_

Details:

*Payable by cheque or Visa/Mastercard, NSF and/or returned cheques are subject to a \$25 admin fee. Cheques can be made out to Creative Manitoba Inc. Bookings confirmed when full payment received. \*\*If you require our projector, please bring your own laptop and its' adapter with a VGA input, or an HDMI cable.*

## **Room rental agreement—terms and conditions**

This agreement between \_\_\_\_\_ (hereinafter referred to as Renter) and Creative Manitoba defines the terms and conditions for all room rentals.

### **The following terms and conditions apply to all room rentals:**

1. Reserving meeting rooms at Creative Manitoba does not include use of the entire 245 McDermot space. 245 McDermot is home to many tenants so please be conscious of noise when using the event spaces.
2. Creative Manitoba reserves the right to inspect all functions being held on the premises. It also reserves the right to refuse any booking that it considers inconsistent with the purpose of Creative Manitoba.
3. Creative Manitoba reserves the right to have a staff member present at each event.
4. Alcoholic beverages may not be served on 245 McDermot premises without coordination by Creative Manitoba staff and acquisition of a Manitoba Liquor Commission permit.
5. Smoking is not permitted anywhere on 245 McDermot premises
6. Use of lighted candles and open flames is strictly prohibited.
7. Please inform us when a smudge or pipe ceremony is to take place so that we may inform our other tenants and alarm company.
8. Users of the meeting rooms are responsible for configuring the room to suit their needs unless otherwise agreed to. Configuring tables, chairs to be done without damaging walls or dragging on floors.
9. Meeting rooms are furnished as-is.
10. It is the responsibility of the renter to leave the room(s) in the same condition in which they were found. A clean-up fee will be charged if warranted.
11. Users agree to pay for any damages caused to 245 McDermot, its equipment or surrounding property as a result of the meeting or event.
12. Granting permission to use 245 McDermot rooms does not constitute an endorsement by Creative Manitoba of any individual, group or its belief/practices.

## Cancellation policies

1. Rentals are confirmed once full payment has been made.
2. Rentals which are cancelled up to two weeks prior to booking will receive a 75% refund.
3. Rentals which are cancelled up to one week prior to booking will receive a 50% refund.
4. No refunds will be issued to renters who cancel within one week of their booking.
5. Last minute bookings made within 1 week of event are non-refundable.
6. No refunds will be issued for renters who do not show up for their booking.
7. Creative Manitoba reserves the right to cancel confirmed bookings due to weather, natural disasters or conflict with Creative Manitoba activity. A full refund will be issued in such circumstances.

## Limitation of liability policy

**Creative Manitoba is not responsible for any personal injuries, lost or stolen items or other liabilities that may be incurred during use of 245 McDermot. Renters and their guests agree to release, indemnify and hold Creative Manitoba harmless of any such damages.**

Initial \_\_\_\_\_

Renter signature \_\_\_\_\_

Creative Manitoba signature \_\_\_\_\_

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

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