Title of event: Click here to enter text.

Organization: Click here to enter text.

Invoice made out to: Click here to enter text.

Contact Person: Click here to enter text.

|  |  |
| --- | --- |
| Mailing Address: Click here to enter text. | Postal Code: Click here to enter text. |
| Email address: Click here to enter text. | Phone(s): Click here to enter text. |
| Alternate contact: Click here to enter text.  | Phone: Click here to enter text.  |

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| **Reserved Dates** | **Setup time** | **Event START time** | **Event END time** | **Clear out time** | **TOTAL HOURS** |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Rental Rates**:

* Standard $35/hr (under 3 hrs)
* Registered Non Profits (NPO) $25/hr (under 3 hrs)
* $175/weekday
* $150/weekday (NPO)
* $250/weekend day
* $150/weekend day (NPO)
* Weekly Rate - please contact management for rates.

**Your Equipment Requirements:  *($25.00 flat rate rental*** *to use AV/PA system)*

*Microphone with stand* ☐ *Lapel mic* ☐ *Projector* ☐ *(laptop/ Mac with HDMI) DVD/Blue Ray*☐ *CD player*☐  *\*\*\* system is compatible with ipods, ipads, iphone*

 *-Conference Room dimensions are 40 feet by 39 feet (1560 square feet)*

*- Available for your use at no extra charge;*

*- Four 8’ x 2’ banquet tables , six round 6’ diameter banquet tables*

*- 80 padded stacking chairs plus 20 padded folding chairs*

*- whiteboard- includes dry markers, eraser and clip for flip papers (you provide the paper)*

*- 4 plastic water pitchers, tea kettle (cups & dishes are NOT provided) if you are serving water or tea*

 *you must provide your own eco disposable cups) (\*\*NO OUTSIDE FOOD or other BEVERAGES ALLOWED in the room)*

*- If your event is a cooking class & requires use of our kitchen there is double sinks, stove top, extractor fan, fridge, microwave (no oven)*

***TERMS & CONDITIONS***

1. Activities conducted on the premises must conform to accepted community standards and to federal, provincial and municipal bylaws
2. Any damages incurred as a result of events will be charged to the renter
3. Any beverages and food must be purchased through the exclusive caterers

for the room: Under the High Wheel and /or Da Capo Caffe.

NO OTHER FOOD IS ALLOWED IN THE ROOM

1. Smoking is not permitted by accordance of City bylaws # 8532 & #6177
2. User shall not admit more than 100 persons according to posted Fire Marshall Max capacity
3. Roots on Whyte shall not be held responsible for any loss or damage to renters

belongings transported to or from, or in the care of renter or stored within the

 Roots building, however caused

1. Event organizers are responsible for set up and take down of tables, chairs &

equipment. Rental space must be left in same condition in which it

was found. Any costs incurred by Roots on Whyte to bring the rental space back

to the original condition will be the responsibility of the renter.

1. Roots on Whyte reserves the right to allow Roots staff or security to enter the

Room at any time. Respect for your event will be observed.

1. No display materials, props or poster may be affixed to any part of the

interior or exterior walls, floors, ceilings, doors without prior approval.

**Payment;** We require a $100 deposit or payment in full (whichever is less)

to confirm your booking. Full payment is required prior to first days use.

**If you cancel** more than 4 weeks in advance, we will refund your deposit less a

$ 50 administration fee, if less than 4 weeks in advance, you lose your deposit.

I have read the above terms and understand I will be legally responsible for any damages that occur while renting this facility.

I (print name) Click here to enter text., on behalf of (organization name) Click here to enter text., agree to the conditions of this rental contract.

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

The following marketing support is included free of charge with your room rental.

But please be aware that the success of your event depends on your own marketing Initiatives such as: Facebook, twitter, Instagram , your website, postering throughout the city, and personal phone invitations to friends, co-workers and to other business owners, and face to face casual promo campaigns at other events & within your own network.

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| **Website listing**- provide JPEG electronic poster to be inserted onto our website Events Calender |
| **Social Media**- provide us with a link to your Facebook post, Instagram or Twitter so we may share |
| **Monthly Newsletter**- Provide JPEG image (we insert into our events template) along with details: Date/s, Time/s , Cost, Contact email & ph # and how to register, link for more info, Event Title, plus a very short catchy promo paragraph Deadline; before the 15 of the preceding month |
|  **Posters**- provide 3 Printed posters, preferably 8.5 x 11 & in color to entice folks to attend your event. We post them in our lobby & conference room entrance. The traffic in our building lobby is close to 25,000 people per month on average. |