



FACILITIES RENTAL AGREEMENT PART I

uSudbury

The individual or the group renting space needs to indicate if they have a link with the *Université de Sudbury*.

Link to the *Université de Sudbury* (if applicable): _____

Is the event sponsored/co-sponsored by the University? Yes No

Requested Room/Location: _____ Group Name: _____

Contact Person (must attend the event): _____

Email: _____ Telephone: _____

Billing Address (if applicable): _____

Event Description: _____

Event Dates(s): _____ From: _____ To: _____ Number of Participants: _____

When would you like to come prepare the room/location: Date(s): _____ From: _____ To: _____

N.B. Plan to arrive **before** 4 p.m.

Will any rental furniture and/or equipment be brought in? If yes, please list the items: _____

Will you be using a caterer? Yes No (Please note, no cooking facilities are provided with the rentals.)

Room setup - diagram included number of chairs: _____ number of tables: _____
access to Wi-Fi lectern microphone projector
portable screen (6X6) fixed screen (Canisius / Classrooms)

Will alcohol be served? Yes No

If alcohol is served, security for the event is mandatory. Furthermore, the following paperwork must be provided no later than 48 hours before the event.

Failure to provide these documents on time may result in booking cancellation.

1. LCBO Special Occasion Permit
2. Party Alcohol Liability Certificate (through insurance broker)
3. Smart Serve cards of servers
4. Any advertising for the event

Mandatory for social events:

- Two security guards to be billed per hour, per guard
- The guards are booked by the University and charged to the organizer

For Office Use

Documents received:

1. LCBO Special Occasion Permit
2. Party Alcohol Liability Certificate
3. Servers' Smart Serve Cards
4. Event Advertising

Date received:

Other:

This section for Canisius Hall rentals

Will a smudging and pipe ceremony be held? Yes No

If yes, please read the related policy on the uSudbury website.

Rental bookings must be made at least seven (7) days prior to the event so that the University may prepare as per its internal policies.

This section for arbour rentals

Please read the related policy on the uSudbury website.

Fire keeper's name: _____

Rental bookings must be made at least seven (7) days prior to the event so that the University may prepare as per its internal policies.

RENTAL FEE SCHEDULE				
	Regular Daily Rate		Discounted Rate or for half day (unavailable evenings)	
	Saturday or Sunday	Monday to Friday	Weekend Day	Monday to Friday 9 a.m. to 5 p.m. 3 hours or less
Classrooms / Meeting Rooms	\$400	\$200	\$200	\$100
Canisius Hall (max : 120 people seated)	\$750	\$500	\$350	\$300
Chapel (max : 50 people) • For appropriate use, subject to approval • Unavailable Sunday mornings	\$300	\$200	\$200	\$100
Ludger and Amanda Michel University Commons (Michel Hall)	\$600	\$400	\$300	\$200
Nishnaabe-gkendaaswin Teg (the arbour)	\$600	\$500	\$500	\$350
HST is in addition to stated fees. Basic set-up and clean-up are included in the fees. Additional costs may be incurred for security, special occasion permit, equipment rentals, etc. Regular parking fees apply except for parish activities outside normal business hours.				

PART II

As the person responsible for this event, I, _____ understand and accept the following:

1. I agree to pay the sum total represented as follows:

Rental:	
Security:	
Other:	
HST:	
TOTAL:	

N.B. Other fees may apply at the discretion of the University (example: extra set-up or clean-up).

2. I have read and understand all related documents for this booking (policy, procedures).
3. I will be responsible for the conduct of the people attending and for damages to the premises, should they occur, in relation to the event.
4. I agree the premises will be left in the condition in which they were found. Any extra clean-up required will be billed to the users at \$25 per hour.
5. Parking is available in the general lot only. The cost is \$6 per car.
6. In the event of a cancellation, it is my responsibility to contact the Finance Department, weekdays between 9 a.m. and 4:30 p.m. at 705-673-5661, extension 416, at least 24 hours in advance.
7. The University reserves the right to cancel the reservation under special circumstances. The contact person will be notified as soon as possible.

N.B. Unpaid invoices 30 days following the event will be subject to 2% interest per month.

Date

Contact Person's Signature

Date

Université de Sudbury Authorization

The University will confirm as soon as possible if this event is approved and will determine the rental fees according to the requirements of the event and fee schedule.
Until this document is authorized by the University, it serves as an application only.