

Event Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Wrap Time: \_\_\_\_\_

Event Name: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Single Event or  days/nights Classification of Event: Please refer to attached list of categories and document.

Client(s)/ Corporation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal \_\_\_\_\_

Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Entity: Club Association Corporation Limited Liability Co. Other: \_\_\_\_\_

### NOTES:

- "Wrap time" refers to the agreed upon time the booking party must have the event space returned to its original condition and ready to leave the space.
- Rental rates will be highlighted and acknowledged in separate documents (invoices) and may be calculated hourly, by half days, by whole days and/or a combination of the above.
- A signed contract and date-hold deposit in the amount of 50% of the costs associated with the event space rental must be received to reserve your date(s) and time(s).
- The balance of your space rental fee is due thirty (30) days prior to your event.
- Miscellaneous costs, such as bar, catering, furniture and equipment rentals are due before the start time of your event.
- A copy of your Special Event Liability insurance (see INSURANCE section on page 2) is due no later than ten (10) days prior to your event. You may like to use PAL Special Event Insurers to secure this policy at additional costs. Visit [palcanada.com](http://palcanada.com)
- Any additional costs that arise will be due within two (2) days of your event.

Payments should be made to Faculty Lounge. Cash, major credit cards, Debit & E Transfer

are accepted. A CREDIT AUTHORIZATION FORM is located on page 6 of this contract.

Our E transfer email is [edmfreshproductions@outlook.com](mailto:edmfreshproductions@outlook.com) and you will need to make the password faculty.

No refunds of the space rental fees will be paid twenty (20) days prior to an event, as your agreement to rent Faculty Lounge Events space on this date may cause the loss of additional bookings or business. Faculty Lounge owned fixtures, furniture and technology pieces rented may be nonrefundable if event is canceled twenty (20) days, or less, prior to your event date reservation. Reserved food and beverage catering, along with rentals outside of Faculty Lounge are subject to your separate agreements and contracts. Purchases necessary to produce your event may not be refunded, or may not be refunded in full if costs have been incurred toward that obligation.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged, Agreed and Authorized by Faculty Lounge: \_\_\_\_\_ Date: \_\_\_\_\_

### CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping Faculty Lounge a well maintained and safe location for future use.

### DEPOSIT/RENTAL FEES

A signed contract and date-hold 50% deposit of the costs associated with the event space rental must be received to reserve your date(s) and time(s). The balance of your space rental fee is due thirty (30) days prior to your event. Miscellaneous costs, such as bar, catering, rentals, etc., are due prior to your event start date. Any additional costs that arise will be due within two (2) days of your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

### INSURANCE

Special Event Liability insurance is required of all renters and is due no later than ten (10) days prior to your event. The insurance must, at the renter's sole expense, provide and maintain general liability insurance, including but not limited to bodily injury and property damage liability, insuring Faculty Lounge, employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 million, and general aggregate liability of not less than \$1 million. Faculty Lounge shall be named as an additional insured of said policy.

### Alcohol

Faculty Lounge holds its own liquor liability insurance/license, and as such will be responsible for all alcohol sales. We do our best to provide a wide variety and reasonable pricing. We also offer non-alcohol beverages as well as a variety of snacks. Please visit our website at [thefacultyeg.ca](http://thefacultyeg.ca) to view our menu. We are open to serving "themed choices" for your event so please discuss this upon booking. ~~Renters can choose to provide their own alcohol but it must be served by Faculty Lounge trained staff. Payment of hourly wages are, in this scenario, the responsibility of the renter and are to be paid just prior to event start (\$20/hour + gratuity per server) and a \$300 corking fee will apply.~~ *NM*

### LIABILITY

Renter agrees to indemnify, defend and hold Faculty Lounge, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents.

In the event Faculty Lounge, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay Faculty Lounge, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Faculty Lounge including all collection expenses and interest due.

### CATERING

We welcome catering at Faculty Lounge but all food must be prepared off site.

**Kitchenette Policy**— The Faculty Lounge kitchenette is production space and is to be used for final food presentation, plating, and bussing only. Please note Faculty Lounge does not provide dishes, glassware, pots, pans, knives, or utensils. The kitchen production space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. A final walk-through with a member of our event staff is mandatory at the close of your event. Please refer to check lists either attached to this document or with the Faculty Lounge team member.

Renters must remove all trash, composting and recyclables from the site. There are recycle, compost and a trash bin that we share with our neighbor Blush Land Organic Market. Please ensure all items are properly placed in their respective bins.

Failure to remove or clean will result in additional fees to the renter and will be charged to the renter's credit card on file.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Faculty Lounge Agent Initials: \_\_\_\_\_ Date: \_\_\_\_\_

### CAPACITY

Capacity can vary depending on event set-up. Currently we can host 60 people comfortably. We are excited to announce the number will go up to approximately 90 after our door's renovation set to take place in 2023. We have 3 washrooms (two large and one small). We are wheelchair accessible from the front and the back. There are 3 available parking spaces in the rear for event hosts and are marked accordingly. It is imperative parking for Faculty Lounge only be in these spaces as respect for our neighboring businesses in very important to us. (There is street parking available for free after 6 PM)

### LENGTH OF RENTAL

Please specify number of days for rental and the hours each day accordingly. Note: A.M rentals are from 10 am-4 pm and evening rentals are from 8 pm – 2 am. There is less time for set-up/tear-down for half day rental so please keep this in mind if you have extensive décor needs. If more time is required please ask your Faculty Team Member for options and we will do our best to accommodate. Full day rentals will span from 10 am – 2 am. Or 8 pm-2 am. Please mark box with am or pm on the half day rentals. NUMBER OF DAYS: \_\_\_\_\_

DAY ONE RENTAL			DAY TWO RENTAL			DAY THREE RENTAL		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Half	Full	Hourly:	Half	Full	Hourly:	Half	Full	Hourly:
Day	Day	_____	Day	Day	_____	Day	Day	_____

### SITE DECORATION

Faculty Lounge wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items are to be used on our walls or floors. Glitter or foil (non-paper) confetti is not allowed on site. Only low tack tape is allowed on our floors and walls. Any damage will be charged after your event. Again, if you have any décor road blocks or would like your décor to be designed or installed by our team, just ask. We have over 20 years' experience in event décor and coordination!

### CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on premises or within 10 feet of the doors. Please minimize loitering outside on the sidewalk at any time during the event. It is preferred that smoking be in the back. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times.

Conduct deemed disorderly at the sole discretion of Faculty Lounge team members shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases refunds of the event costs will not be available. During events, alcoholic beverages must not be taken outside the event hall. Legal consequences and ramifications may be the responsibility of the rental party and/or event space.

### LIVE MUSIC/DJs/NOISE

Faculty Lounge encourages music and lots of dancing! We can provide profession disc jockey (DJ) services if desired. DJ services, sound equipment, lighting & décor are all subject to additional fees. We take sound seriously at Faculty Lounge and will correct any sound that requires correcting in a respectful manner or course! In the event the renter's event creates a disturbance due to high noise volume, Faculty Lounge team members have full authority to ask the renter, DJ or live music presenter to turn the entertainment down and/or off. If repeated disturbances are created, at Faculty Lounge discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to renter. The renter will also be solely responsible for any fines or fees associated with noise ordinances. Fortunately for us, we are in an area where we can play music until late as our building holds sound quite well and is nestled between higher buildings on three sides and the bustling and beautiful, (particularly at night with all the lit trees) Whyte Ave! Alcohol service stops promptly at 2 am. Guests then have until 2:30 am to finish their beverage and catch their safe ride home. ALWAYS REMEMER, NEVER DRINK AND DRIVE. Let one of our staff members call a safe ride home for you!

### SECURITY

Security requirements vary based on event type and number of guests. Only Faculty Lounge professionally trained security persons will be used as there are covered under our insurance policy. Additional charges (\$25/hour per guard) will apply for this and requirement for security is at the sole discretion of Faculty Lounge. We extend a thanks in advance for your understanding and cooperation in this matter. Our security staff are trained to handle more than just disorderly conduct. They are trained in first aid. They are able to ensure the safety of guests as well as ensure that only your invited guests are in attendance as we are on a busy strip. It is advisable that if you are hosting a paid entry, public event that you provide your own door staff separate from our security. All door staff are required to have the Protect and Pro-serve training from AGLC. Proof of training will be required.

CANCELLATION

Date-Hold deposit is non-refundable.
From thirty (30) days prior to event: No space rental payment(s) will be refunded.
From twenty (20) days prior to event: Faculty Lounge furniture, fixtures, technology, and coordination/design may not be refunded.
All contracts outside of this Event Space Rental Agreement are subject to their own terms.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Faculty Lounge Agent Initials: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES REGARDING ADDITIONAL RENTALS REQUEST (EX. DJ, sound, lighting etc.)

Multiple horizontal lines for notes regarding additional rentals request.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Faculty Lounge Agent Initials: \_\_\_\_\_ Date: \_\_\_\_\_



### EXPIRATION OF LEASE

As Faculty Lounge are leaseholders within our space and may interact and/or partner with other leaseholders in our building, all deposits and costs associated with Faculty Lounge will be 100% refunded in the case of an expiration of lease or unforeseen notice to vacate. Faculty Lounge holds this policy for parties in agreement to Faculty Lounge only. All third-party agreements will be observed separately.

### LOAD-IN/LOAD-OUT AND STORAGE

Limited storage is available upon request. Storage fees may be applied to any items left overnight or beyond normal load-in/load-out times. This also applies to items left post event for shipment out via courier. Note: It is not the responsibility of Faculty Lounge to ensure that pick-ups or deliveries are scheduled and executed.

### CLEANING, TRASH, AND EQUIPMENT REMOVAL

Faculty Lounge will be in a clean condition prior to your event. Within two (2) hours following the event, you are required to return the space to the same clean condition in which it was found. All rental equipment must be removed immediately following your event. Some special circumstances may be approved upon request.

### CITY, COUNTY, PROVINCIAL, AND FEDERAL LAWS

Renter agrees to comply with all applicable City, County, Province, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, and there are no exceptions. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Faculty Lounge reserves the right, in its exclusive discretion, to expel anyone who, in its judgment, is intoxicated or under the influence of alcohol or drugs, or who shall, in any manner, do or participate in any act jeopardizing the rights, use permit, or insurability of Faculty Lounge or the safety of its staff, guests, or building contents.

### ENTRY AND EXIT

Renter agrees that Faculty Lounge staff may remain, enter and exit premises during the course of the event. A representative of Faculty Lounge will be available during your entire event and may be checking periodically with the responsible parties to insure everything is operating correctly. They will also be checking the restrooms, the overall premises, replenishing hand towels, toilet paper, and will be available for questions or to respond to needs or issues that may arise.

### LOST AND FOUND

Faculty Lounge take no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

### PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should Faculty Lounge be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. Before using our name, it is required approval come from our team. We are happy to provide professionally created images and graphics of our space for promotional materials and/or even help you with the design. We hope you will refer others here and are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about the space. A representative of Faculty Lounge (your event host) will be available during all events to answer questions about the space, its contents or about our upcoming events as well as the charities we support.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Faculty Lounge Agent Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Lounge requires a credit card to be on file during the entirety of your event.

Please complete and sign this form to authorize Faculty Lounge to make a debit(s) to your credit card listed below. Once complete, please email to [edmfreshproductions@outlook.com](mailto:edmfreshproductions@outlook.com)

By signing this form, you give Faculty Lounge permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

PLEASE COMPLETE THE INFORMATION BELOW:

I \_\_\_\_\_ authorize Faculty Lounge to immediately charge my credit account a date-hold deposit of 50% of the costs associated with my event rental fee. I acknowledge date-hold deposits are non-refundable thirty (30) days prior to the event., I acknowledge Faculty Lounge will be executing withdrawal of 100% of the costs associated with the venue booking. This payment is for my event on \_\_\_\_\_.

The space rental fees balance will also be charged to this card twenty-five (25) days prior to your event. Bar, catering, equipment, furniture, and miscellaneous costs will be charged ten (10) days prior to your event. Any additional costs that arise after that date will be charged within two (2) days of your event.

Check here if you would like to use an alternative payment method (E-transfer, Debit or cash) for the space rental fees balance, bar costs, catering, equipment, furniture, and/or miscellaneous costs.

Check here if this card is authorized for insurance payment if needed.

Please note that if you choose to use an alternative form of payment we still require a credit card on file. Payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address: \_\_\_\_\_ Billing Phone: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Account Type: <input checked="" type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> AmEx <input type="radio"/> Discover
Cardholder Name _____
Account Number _____
Expiration Date _____ (DD/YY) CVV Number _____ (3 digit number on back of Visa/MasterCard or 4 digits on front of AMEX)

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

I authorize Faculty Lounge to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Contact/Renter Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Faculty Lounge Agent Initials: \_\_\_\_\_ Date: \_\_\_\_\_

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Art Festivals / Show            | <input type="checkbox"/> Auctions                       | <input type="checkbox"/> Award Presentations            | <input type="checkbox"/> Banquets               |
| <input type="checkbox"/> Baptism                         | <input type="checkbox"/> Bridal Showers                 | <input type="checkbox"/> Black Tie Events               | <input type="checkbox"/> Book Signings          |
| <input type="checkbox"/> Breakfast                       | <input type="checkbox"/> Comedy Shows                   | <input type="checkbox"/> Casino Nights                  | <input type="checkbox"/> Choral Competitions    |
| <input type="checkbox"/> College Fairs                   | <input type="checkbox"/> Concerts – Multiple            | <input type="checkbox"/> Concerts – Classical           | <input type="checkbox"/> Concerts – Country     |
| <input type="checkbox"/> Concerts – Jazz                 | <input type="checkbox"/> Concerts – Rock                | <input type="checkbox"/> Concerts – Other               | <input type="checkbox"/> Concerts – Pop / Dance |
| <input type="checkbox"/> Concerts – Rhythm               | <input type="checkbox"/> Dinners                        | <input type="checkbox"/> Concerts – World / Traditional | <input type="checkbox"/> Craft Fairs / Shows    |
| <input type="checkbox"/> Dances                          | <input type="checkbox"/> Galas                          | <input type="checkbox"/> Educational Seminars           | <input type="checkbox"/> Fairs                  |
| <input type="checkbox"/> Film Showings                   | <input type="checkbox"/> Health Fairs                   | <input type="checkbox"/> Graduation Ceremonies          | <input type="checkbox"/> Graduation Nights      |
| <input type="checkbox"/> Graduation Parties              | <input type="checkbox"/> Memorial Services              | <input type="checkbox"/> Job / Career Fairs             | <input type="checkbox"/> Luncheons              |
| <input type="checkbox"/> Meetings                        | <input type="checkbox"/> Political Dinners / Receptions | <input type="checkbox"/> Pageants                       | <input type="checkbox"/> Parties                |
| <input type="checkbox"/> Photo Shoots                    | <input type="checkbox"/> Reunions                       | <input type="checkbox"/> Proms                          | <input type="checkbox"/> Receptions             |
| <input type="checkbox"/> Retreats: Corporate Retreat     | <input type="checkbox"/> Talent Shows                   | <input type="checkbox"/> Silent Auctions                | <input type="checkbox"/> Speaking Engagements   |
| <input type="checkbox"/> Symphony Concerts               | <input type="checkbox"/> Wine Tasting                   | <input type="checkbox"/> Theatrical Stage Performances  | <input type="checkbox"/> Voter Registration     |
| <input type="checkbox"/> Wedding Ceremonies / Receptions |   |   |   |

Will Alcohol be served at the event  YES  NO

IF YES: Please refer to the “alcohol” section on page 2 and write arrangements in the additional notes section

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**ADDITIONAL NOTES REGARDING RENTAL AGREEMENT (security details, alcohol details, set-up/tear-down details, etc.):**

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Acknowledged, Agreed and Authorized by contact/renter: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged, Agreed and Authorized by Faculty Lounge: \_\_\_\_\_ Date: \_\_\_\_\_

