

THIS AGREEMENT IS BETWEEN

**Laurentian Leadership Centre of
Trinity Western University**
252 Metcalfe Street, Ottawa, ON, K2P 1R3
(HEREAFTER KNOWN AS THE “LLC of TWU”)



AND

(HEREAFTER KNOWN AS THE “GUEST”)

CONTACT PERSON: _____

PHONE: _____ BUSINESS PHONE: _____

CELL PHONE: _____ FAX: _____

ADDRESS: _____

POSTAL CODE: _____ EMAIL: _____

THE GUEST AND THE LLC of TWU AGREE AS FOLLOWS:

1. The Guest will hold a conference, meal function or other activity in the LLC of TWU on _____, 20____ to _____, 20____, starting no earlier than _____ am/pm and ending no later than _____ am/pm. Approximately ____ participants will attend and will make use of the facilities. (____ Adults; ____ Children, 7 to 10 years; ____ Children under 6 years).
2. The Guest agrees to pay a non-refundable deposit attached to the signed agreement of no less than twenty-five (25) percent of the forecasted invoice or a minimum deposit of \$200.00—whichever is greater. A reservation for the named facilities will be confirmed upon the LLC of TWU’s receipt of (A) the appropriate deposit and (B) the signed agreement.
3. Written notice of cancellation must be received thirty (30) days prior to the event. The cancellation will be subject to a cancellation fee of the original deposit.
4. Unless otherwise agreed in writing, the Guest is responsible for making own catering arrangements with approval vendors of the LLC of TWU. The Guest agrees to confirm such arrangements with the LLC of TWU no later than two (2) full business days before the start of the meal function.
5. The Guest agrees not to camp or make use of any recreational vehicle on the grounds of the LLC of TWU without written permission from the LLC of TWU.

6. The Guest agrees that all food services, nutrition breaks, material sales and tuck shop services must be arranged in advance and will be serviced by approved vendors of the LLC of TWU unless otherwise agreed to by the LLC of TWU. An additional service fee will be applied to all above-mentioned items brought on site without written consent.
7. The Guest acknowledges that smoking is strictly prohibited in all INSIDE and OUTSIDE areas and further agrees not to bring or allow to be brought onto the grounds any liquor, narcotic, or unlawful drugs of any type. The Guest agrees to comply with the guidelines of the LLC of TWU contained herein and all other guidelines posted in the facilities and/or on the grounds.
8. The rental of the building or a portion thereof by the LLC of TWU does not imply endorsement of the organization or people, or affirmation of the beliefs of such organizations or persons.
9. The University's name may only be used for reference for the event location unless written approval has been granted by the LLC of TWU.
10. The Guest does hereby indemnify, agree to defend, and hold the University harmless from any and all loss, damage, or injury to any person or persons whatsoever, or property, arising from any cause or reason whatsoever in or about the University campus of the described facilities; and the Guest further agrees to waive all the claims against the University on account of any loss, damage, or injury from whatever cause which may occur to it on its property in the use and occupancy of the University premises; and the Guest agrees to promptly and upon demand reimburse the Conference Centre for any damage done to the University premises or equipment by the Guest or anyone attending its activities.
11. The Guest shall be billed for all facilities and services after the completion of the meal function or other activity and all payments are due upon receipt. If payment is not received within thirty (30) calendar days of the Invoice Date a two (2) percent monthly fee will be added to the total amount due.
12. This agreement constitutes the entire understanding and agreement of the Guest and the LLC of TWU with respect to the meal function or facility use and there are no other agreements except as set forth herein or attached hereto. This agreement will be interpreted as per the laws of Ontario, Canada. This agreement is not valid unless countersigned by an officer of the LLC of TWU.

AUTHORIZED GUEST

**LAURENTIAN LEADERSHIP CENTRE
OF TRINITY WESTERN UNIVERSITY**

NAME _____
SIGNATURE _____
TITLE _____
DATE _____

NAME _____
SIGNATURE _____
TITLE _____
DATE _____