



Agreement - Master Pay

Between The University of British Columbia and EXAMPLE GROUP regarding the EXAMPLE EVENT to be held at the Kelowna campus of The University of British Columbia from June 29, 2017 to July 3, 2017

PREPARED FOR:

Example Contact
 Company
 Address
 City, Postal
 Country

Main: 000000
 Fax: 000000
 E-Mail: xxx@xxx.com

The University of British Columbia and EXAMPLE GROUP, hereafter referred to as "the Client", agree to the following terms and conditions:

By signing and returning the enclosed copy of this contract by November 4, 2016, these arrangements will be agreed to on a definite basis. If we do not receive a mutually agreed executed original of this agreement from the Client by November 4, 2016, this letter will be void and the room block will be automatically released.

1. ROOM BLOCK

Type of Group: Reservations and payment made by the Group.

The University of British Columbia will reserve the room block listed below for delegates of EXAMPLE EVENT. All rooms shall be offered at the listed rates and are subject to a 2% Municipal Sales Tax, and any additional applicable taxes, subject to change. All rates are quoted in Canadian funds and are net, non-commissionable.

<u>Start</u>	<u>End</u>	<u>Room Block Type</u>	<u>Units</u>	<u>Time Units</u>	<u>Rate</u>	<u>Amount</u>
Thu Jun-29-17 16:00	Mon Jul-3-17 11:00	Shared Pairs	40.0	4.0 Days	82.00	13,120.00
Thu Jun-29-17 16:00	Mon Jul-3-17 11:00	Single Solo	1.0	4.0 Days	59.00	236.00

Accommodation Charges Subtotal: \$13,356.00

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2. TAXES

8.00% PST Accommodation On	\$13,356.00	1,068.48
2.00% Municipal Tax On	\$13,356.00	267.12
5.00% GST Accommodation On	\$13,356.00	667.80

Total Accommodation Charges Taxes: \$2,003.40

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TOTAL ESTIMATED CHARGES AND TAXES (\$CDN): \$15,359.40

3. BOOKING FEE

<u>Due Date</u>	<u>Description</u>	<u>Amount</u>
November 04, 2016	10% of Estimated Charges	\$1,535.94
June 15, 2017	Projected Final Charges	\$13,823.46
Total Deposits:		<u><u>\$15,359.40</u></u>

4. IMPORTANT DATES

DUE DATE

Nov-04-2016	Contract Due --- 14776-01 for Event (14776)
Mar-30-2017	Room Release Date - Unlimited of current blocked rooms
Apr-29-2017	Room Release Date - Up to an additional 25% of current blocked rooms
Apr-30-2017	Insurance
May-29-2017	Room Release Date - Up to an additional 10% of current blocked rooms
Jun-15-2017	Supervision of Minors form
Jun-15-2017	Rooming List

5. PAYMENT STRUCTURE

The projected charges include, but are not limited to: accommodation, meeting space, audio visual, conference services charges, labour, and parking.

Any non-receipt of payment may result in cancellation of the event.

All payments will be applied to the final invoice for the event and are non-refundable.

A final invoice will be sent no later than 30 days after departure. If there is a balance owing on the account, payment is required within 30 days of invoicing. In the event there is a credit, a refund will be issued.

6. PAYMENT OPTIONS

Payment can be made by credit card (Visa, MasterCard, or American Express) to a maximum of \$5,000. Payments can also be made by cheque, bank draft, cash or UBC Journal Voucher.

Please make cheques payable to: UBC Housing and Hospitality - Okanagan

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7. ROOM RELEASE POLICY

The accommodation block can be released in a limited scheduled release:

- Greater than 90 days prior to arrival the Client may release unlimited number of rooms.
- Within 90 to 61 days prior to arrival the Client may release up to an additional 25% of current blocked rooms.
- Within 60 to 31 days prior to arrival the Client may release up to an additional 10% of current blocked rooms.
- Within 30 days prior to arrival the Client may not release any of the blocked rooms.

Within 30 days prior to arrival, there will be no refunds for cancellations, no-shows, late arrivals or early departures; substitute reservations over the same dates and in the same room types are accepted.

Reservations made after the cut-off date or after the room block is full will be subject to availability. Additional charges incurred after full payment is made will be due within 30 days of invoicing.

8. ROOM DESCRIPTIONS**Shared Pair**

Two adjoining bedrooms have a single bed in each room with desk and dresser, sharing a bathroom between the 2 rooms (each room accessible through the bathroom). Common Lounge on each floor with TV and non-equipped kitchen. Small meeting rooms available.

Single Solo

A room with a single bed and a private bathroom. Common Lounge on each floor with TV and non-equipped kitchen.

All rooms are equipped with air conditioning and Wi-Fi service. Please note there are no televisions or telephones in the individual rooms, unless otherwise specified. Laundry facilities are provided throughout residence buildings.

9. CHECK IN/CHECK OUT INFORMATION

Check-in time is 4:00 PM; check-out time is 11:00 AM.

10. HOUSEKEEPING SERVICE

All rooms are set with bed linen, towels, soap and a drinking glass. Each room will receive a weekly full housekeeping service (this includes: changing linens, towel exchange, cleaning of the washroom and common areas, vacuuming and garbage removal).

The University of British Columbia will assess the Client for all extraordinary cleaning of guest rooms, public areas, meeting space and washrooms required as a result of actions of the Client or its delegates. Labour costs will be charged a minimum of 1 hour.

11. ROOMING LIST

The Client will be provided with a rooming list template. This full list of names, gender and bedroom types is required 2 weeks prior to arrival. Special requests (i.e. VIP's, Chaperones, special assistance needs etc) must be indicated on the list. The University of British Columbia reserves the right to assign all rooms and actual room allocations may vary.

Any changes to the rooming list after 2 weeks prior to arrival may be subject to an administrative fee of \$5 per change.

The Client is responsible for informing participants about details regarding their room type, check in and out times and any other pertinent information with regards to their stay at The University of British Columbia.

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12. SUPERVISION OF MINORS

The Client will assume full responsibility for the care, conduct and control of its charges and guests when at The University of British Columbia. The Client will receive a Supervision of Minors document that includes Direct Supervisor Policies, Residence Code of Conduct Policies, and Direct Supervisor Contact Information forms. It is the responsibility of the Client that all staff responsible for the supervision of minors have reviewed and adhere to these policies, and communicate this information to their charges. The Client acknowledges that tampering with fire equipment by any member of the group is subject to eviction. The Client agrees to provide all internal written policy and procedure documents regarding the supervision of minors upon request.

A signed copy of the Supervision of Minors document is required 2 weeks prior to arrival.

13. LOST KEY CHARGE

The Client agrees to pay \$25.00 for each fob key and \$75.00 for metal key not returned at check-out. Additional charges will apply for rooms with additional keys.

14. FOOD SERVICES

The University of British Columbia will arrange to book all catering space on behalf of the Client's needs. The Client will meet directly with Aramark Canada Ltd. / Classic Fare Catering (250-807-9131) regarding all food and beverage requirements. Food and beverage services are limited should the Client choose not to have meals catered. No food or beverages of any kind shall be brought into any meeting room by the Client without prior consent from The University of British Columbia. Deposit and payment arrangements will be arranged between Aramark Canada Ltd / Classic Fare Catering and the Client as outlined by contractual agreements between the parties.

The Client acknowledges that the availability of The University of British Columbia's Food and Beverage space cannot be guaranteed for delegate use unless the Client prearranges meal plans or catered events.

15. PARKING

Parking is available to all guests at a daily rate. Individual guests should inquire about parking at the time of check in. If the Client would like parking to be included in the final invoice the Client must notify The University of British Columbia 30 days prior to event of parking requirements.

16. ADDITIONAL CHARGES

The University of British Columbia will invoice the Client for additional charges including, but not limited to: labour, storage, excessive cleaning and equipment rentals. Labour will be charged at a current fee for a minimum of 1 hour.

17. SIGNAGE

The Client agrees not to post any signs on The University of British Columbia's property without prior written approval from the University of British Columbia, and also agrees to adhere to any University presentation guidelines. Any unauthorized signs or authorized signs posted in non-approved locations will be removed without client consent. The Client agrees to pay for any labour charges related to the removal of signs.

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18. INSURANCE

- A) The Client shall obtain and maintain in force during the event a policy of General Liability Insurance, including coverage for tenant's legal liability, with a limit of not less than \$5 million per occurrence. THE UNIVERSITY OF BRITISH COLUMBIA, ITS BOARD OF GOVERNORS, EMPLOYEES AND AGENTS shall be named on the policy as additional insured. The insurance shall be primary in respect of all claims made by reason of any act or omission of the Client, and shall not participate with, or be excess over, any valid and collectible insurance carried by The University of British Columbia.
- B) Evidence of such insurance shall be presented to The University of British Columbia 30 days prior to the arrival of the Client.
- C) Maintenance of the insurance, and the performance by the Client of its obligations, shall not relieve the Client of liability under the indemnity provisions set forth herein and this indemnity shall survive the expiry or sooner termination of this Agreement.

19. USE OF THE UNIVERSITY NAME

The Client agrees to use The University of British Columbia's name only for the purpose of designating the location of the Client's event and agrees to ensure that no educational or programmatic affiliation with The University of British Columbia is implied or stated whatsoever. Upon request from the University, the Client agrees to submit to The University of British Columbia for its approval, all printed, digital, duplicated and/or other materials intended for distribution which include web pages, which include any information about The University of British Columbia whatsoever. The use of the University of British Columbia's name in this document is strictly for the purpose of identifying the location at which the Client is delivering the programs. The Client had no affiliation with University of British Columbia and the University of British Columbia is not involved in or responsible for the quality, suitability, delivery or other aspects of the Client's programs in any way.

20. INDEMNIFICATION

Except in the event of the sole negligence of The University of British Columbia, the Client will indemnify The University of British Columbia, its Board of Governors, employees and agents (collectively, 'The Indemnitees') from and against all third party liabilities, loss, claims demands and expenses, including legal expenses, to which the Indemnitees may become subject as a result of, or in connection with, directly or indirectly, the use or occupation of the land premises or property of The University of British Columbia by the Client, its delegates, servants, agents or employees. This provision shall survive the termination of expiration of this contract.

21. JURISDICTION

This agreement shall be governed by, and construed in accordance with, the laws of the Province of British Columbia and the laws of Canada applicable therein. Each of the parties agrees to attorn to the jurisdiction of the courts of British Columbia and to comply with any orders or judgments issued thereby.

22. FORCE MAJEURE

Neither party shall be liable for any delay in performance or failure to perform, in whole or in part, under this agreement, if such performance delay or failure has become impossible or illegal due to Acts of God, government acts or regulations, disaster, civil disorder, strikes or other job actions, terrorist acts, fire, war, riots, or similar occurrences.

23. SUBSTITUTION POLICY

In the event of maintenance problems, acts of God or other unforeseen circumstances, the University retains the right to substitute alternative rooms for those originally reserved on behalf of the Client. The rate of the substituted rooms shall be the standard room rate of such rooms or the agreed upon rate of the rooms originally reserved, whichever is less.

By signing below, I agree to this agreement in its entirety and confirm that I am duly authorized to sign on behalf of EXAMPLE GROUP and that EXAMPLE GROUP will be held liable for any fees, charges and/or costs that result from this agreement.

Client Initials _____ Date: _____

June 29, 2017 to July 3, 2017

On behalf of :

EXAMPLE GROUP

On behalf of :

The University of British Columbia

Per: _____
(Authorized Signature)

Per: _____
(Authorized Signature)

(Printed Name & Title)

(Title)

Date

Date

SAMPLE