



Agreement

Between The University of British Columbia and Sample Group, Address, regarding the Event Name to be held at the Kelowna campus of The University of British Columbia from March 7, 2015 to March 7, 2015

PREPARED FOR:

Contact Name
 Sample Group
 Address
 Address
 Main: 250-123-3456
 E-Mail: sample@samplegroup.ca

The University of British Columbia and Sample 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 February 11, 2015, 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 February 11, 2015, this letter will be void and the room block will be automatically released.

1. MEETING SPACE

The University of British Columbia will reserve the meeting space listed below for delegates of Sample Group Event. The University of British Columbia reserves the right to change meeting space room numbers based on the academic schedule. All meeting space shall be offered at the listed rates and are subject to applicable taxes, subject to change. All rates are quoted in Canadian funds.

<u>Start</u>	<u>End</u>	<u>Booked Space</u>	<u>Function / Setup</u>	<u>Units</u>	<u>Rate</u>	<u>Amount</u>
Sat Mar-7-15 7:00	Sat Mar-7-15 18:00	Library 303 - Classroom	Library 303 - Classroom	1.0 Day	150.00	150.00
Sat Mar-7-15 7:00	Sat Mar-7-15 18:00	Library 304 - Classroom	Library 304 - Classroom	1.0 Day	150.00	150.00

Meeting Space Charges Subtotal: \$300.00

2. TAXES

5.00% GST On \$300.00 15.00

Total Meeting Space Taxes: \$15.00

Total Meeting Space and Miscellaneous Charges and Taxes (\$CDN): \$315.00

March 7, 2015 to March 7, 2015

3. IMPORTANT DATES**DUE DATE**

Feb-11-2015	Contract Due
Feb-11-2015	Full Prepayment Due
Feb-21-2015	Insurance

4. PAYMENT STRUCTURE

Signed agreement along with **full rental payment** must be received upon receipt of this agreement. Non-receipt of payment may result in cancellation of the rental. Space will be held on a tentative basis pending your review and authorization of the contracted agreement.

Payment may be made via credit card (Visa, MasterCard and American Express) or corporate cheque. Credit card payment must have a completed authorization form. Cheques should be made payable to University of British Columbia.

5. DAMAGES

The Client agrees to pay for charges resulting from damages to The University of British Columbia's property by the Client's/and or delegates at a charge of cost recovery.

Smoking is not permitted on campus except for in designated smoking areas. Open alcohol is not permitted without proper license. Food, beverage and gum are not permitted in meeting space.

6. 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 arrange catering. 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.

7. AUDIO VISUAL EQUIPMENT

Room rental includes the use of audio visual equipment located in the booked room (audio visual included in room changes based on the style of room rented). Special requirements, and/or the support of a technician are an additional fee. Audio visual requirements are **due at time of booking**.

8. PARKING

Visitors may choose to purchase a day parking pass from ticket dispensed parking lots H, B, J and G or time from meters outside of lots E and F.

March 7, 2015 to March 7, 2015

9. ADDITIONAL CHARGES

The University of British Columbia will invoice the Client for additional charges including, but not limited to: labour, storage, cleaning, delivery of supplies, and equipment rentals. Labour will be charges at a current fee for a minimum of 2 hours.

10. INSURANCE

The Client shall be responsible for arranging and maintaining its own General Liability Insurance, with limits being determined by **the Client**.

Evidence of such insurance shall be presented to the University of British Columbia upon request.

11. CANCELLATIONS / CHANGES

All cancellations / changes must be received in writing to the University of British Columbia from **the Client**. Cancellation fees are:

- a) If the cancellation notice is received by the University of British Columbia more than 30 calendar days prior to the first date of the booking, no cancellation fee will be charged.
- b) If the cancellation notice is received by the University of British Columbia between seven to thirty (7 - 30) calendar days prior to the first date of the booking, the Client agrees to pay a cancellation fee of 50% of the rental in respect of the cancelled booking or portion thereof.
- c) If the cancellation notice is received by the University of British Columbia less than seven (7) calendar days prior to the first date of the booking, the Client agrees to pay 100% of the rental charges in respect to the cancelled booking or portion thereof.

The University of British Columbia may cancel the booking upon written notice to the Client at least seven (7) calendar days prior to the first booking date. The University of British Columbia will use reasonable efforts to identify an alternative rental venue that is acceptable to **the Client**. **The Client** is able to request a change to the existing booking at any time prior to seven (7) calendar days of the first booking date. Changes will be confirmed based on availability of space.

12. 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.

March 7, 2015 to March 7, 2015

13. 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.

14. 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 or expiration of this contract.

15. 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.

16. 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.

17. 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.

18. SPECIAL CONCESSIONS

The University of British Columbia will offer the Client the following concessions:

March 7, 2015 to March 7, 2015

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

On behalf of :

Sample Group

On behalf of :

The University of British Columbia

Per: _____
(Authorized Signature)

Per: _____
(Authorized Signature)

(Printed Name & Title)

(Title)

Date

Date

SAMPLE