

NIAGARA CONSTRUCTION ASSOCIATION

RENTAL AGREEMENT & CANCELLATION POLICY

TRAINING ROOM & BOARD ROOM
RENTAL POLICY

34 SCOTT STREET WEST
ST. CATHARINES, ONTARIO

RENTAL AGREEMENT & CANCELLATION POLICY

: ALL GROUPS ARE SUBJECT TO THE FOLLOWING TERMS &
CONDITIONS

TERMS & CONDITIONS

1. The renter/user group agrees to pay the stated fee as per the Niagara Construction Association (NCA) charges/fees documentation.
2. The renter/user group expressly agrees that all properties of whatever nature brought onto the premises are at the sole and exclusive risk of the renter/user group. The NCA is not responsible for any property brought onto the premises by the renter.
3. The renter/user group shall pay the Niagara Construction Association (NCA) for any property damaged or destroyed during its use; fair wear and tear to the same is acceptable.
4. The renter/user group agrees that it will indemnify and save harmless the NCA against any liability whatsoever resulting from injury or damage to any person, persons' property because of or as a result of the use and occupation of the NCA premises or by reason or result of the acts of its servants, agents, employees or workman.
5. The renter/user group agrees that the premises will be left in the same condition and repaired, which existed when the renter/user group entered the premises. PROVIDED FURTHER, the NCA retains the exclusive right to designate those places where decorations, posters or paraphernalia may be affixed, placed or erected (Do not use any screws, nails, staples or tape on any of the walls, floors or other surfaces; sticky tack is acceptable).
6. All functions must occur between NCA's regular business hours from Monday to Friday, 8:30 am to 4:30 pm. Arrangements must be arranged and approved by the NCA for any hours of usage outside the designated time frame.
7. All rental groups are requested to use the back parking lot at the rear of the main parking lot at the NCA Office. Vehicles not parked in the designated area are subject to being towed.

FEEES FOR TRAINING & BOARD ROOM RENTAL

MEMBER USE

Members may rent the boardroom or training room for a fee of \$75 for up to 4 hours or \$150 per use for up to 8 hours (not including evenings, weekends or holidays).

NON-MEMBER USE

Non-members may rent the board or training room for a fee of \$150 per day for up to 4 hours or \$275 per use for up to 8 hours (this fee does not apply to related associations, government agencies or affiliate partners). A \$75.00 deposit is required upon booking.

AFFILIATE MEMBER USE

Affiliate Members may rent the board or training room under certain agreed-upon conditions for an undisclosed fee.

Company Name

Rental Date & Time

CANCELLATION POLICY

A minimum of (5) business days must be provided to cancel any booking. The NCA reserves the right to retain the deposit for failure to cancel within the set time frame. A \$75.00 administration fee will apply with any cancellation.

I HAVE READ AND AGREED TO THE TERMS & CONDITIONS OUTLINED IN THE ABOVE POLICY AND AGREE TO ABIDE BY THEM. **INITIAL:** _____

Full Name of Renter (please print)

Signature of Renter

Date

Signature of NCA Representative