

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 Associations (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 by reason of or as 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 repair, that existed at the time 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 take place between NCA regular business hours from Monday to Friday 8:30am to 4:30pm. 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.

---

**FEES FOR TRAINING & BOARD ROOM RENTAL**

---

**MEMBER USE**

Members may rent the board room or training room for a fee of \$50 for up to 4 hours of use or \$100 per use 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 \$100 per day for up to 4 hours of use or \$200 per use up to 8 hours (this fee does not apply to related associations, government agencies or affiliate partners). A \$25 deposit is required upon booking.

**USE OF EQUIPMENT**

Tenants may request the use of the NCA projector for an additional fee of \$25 (max 8hrs). Arrangements for projector use must be made with a minimum of 3 days' notice.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Rental Date & Time

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Phone number

---

**CANCELLATION POLICY**

---

Minimum of (5) business days must be provided for cancellation of any booking. The NCA reserves the right to retain the deposit for failure to cancel within the set time frame. A \$25 administration fee (deposit) will apply with any cancellation.

For room rentals outside regular business hours; Monday to Friday, 8:30 to 4:30 pm, there will be a \$25 per hour administration fee. Please contact NCA for fees regarding weekends or holidays.

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

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of NCA Representative

\_\_\_\_\_  
Total Owing

\_\_\_\_\_  
Credit Card # (MasterCard/Visa accepted)

\_\_\_\_\_  
Expiry Date

---

**REQUIRED EQUIPMENT/REFRESHMENTS**

---

Projector

Extension Cord(s)

Coffee/Tea \$1.00/pp

Number of People: \_\_\_\_\_