



**Rental Contract for Workshop Space**  
 10548 – 115 St. Edmonton T5H 3K6 (780) 488-9779

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: (First Name) \_\_\_\_\_ (Last Name) \_\_\_\_\_

Phone Numbers: (Home) \_\_\_\_\_ Alternate Contact: \_\_\_\_\_

(Work) \_\_\_\_\_ Phone: \_\_\_\_\_

(Cell) \_\_\_\_\_

**Reserved Dates, Times & Equipment:**

Dates	Times	Event Name	Rental Rate	Subtotals

**Special requirements:** .....

**Contract Agreement:**

- The contact person for your group will receive a key for the main door.
- The contact person for the group will be legally accountable for the group.
- The renter is responsible for general cleaning and tidiness. Cleaning supplies and garbage bags will be made available.
- Set-up and clean-up are the responsibilities of the renter unless these options have been purchased as part of the rental fee.
- If there is damage, it will be the responsibility of the group to pay for repairs. The contact person will be invoiced on behalf of the group.
- We will require a 25% deposit (minimum of \$100.00) upon booking.
- Full payment required upon the first day's use of space.
- **If you cancel:** More than 5 weeks in advance, we will refund your deposit less \$100.00 for administration fees. Less than 5 weeks in advance, you lose your deposit.

I understand that I will be legally responsible for any damage that occurs while renting this facility.

I, (print your name) \_\_\_\_\_ on behalf of (print organization name) \_\_\_\_\_,

agree to the conditions of this rental contract.

\_\_\_\_\_  
 Signature (Renter) Date

\_\_\_\_\_  
 Signature (H.C.) Date