

# XChange Conference Centre – Booking Agreement

**IMPORTANT:** This form is to be completed to provide building staff, security, and management with appropriate contact names and numbers for specific situations.

Company name:	Suite No:
Tenant representative (first and last name):	Title:
Telephone:	Email address:
Signature:	Date submitted (mm-dd-yy):

Date required (mm-dd-yy):	Start Time:	Finish Time:
Type of event:	Number of people:	Boardroom:
Setup Style: <input type="checkbox"/> Theatre:	<input type="checkbox"/> Boardroom:	<input type="checkbox"/> Classroom:
<input type="checkbox"/> U-Shaped	<input type="checkbox"/> Square Shape	<input type="checkbox"/> Training Style
Equipment Required:	<input type="checkbox"/> White Board	<input type="checkbox"/> Flip Chart
<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Screen	<input type="checkbox"/> Laptop Computer
<p>Catering can be arranged by the Conference Centre if necessary. We have several caterers we work with at the Conference Centre. Please call us if you would like us to request a quote on your behalf. To finalize your catering order, a credit card number will be required.</p>		
Additional Requirements:		

**General Terms and Conditions**

Normal hours of operation for this facility will be from 8:30 a.m. to 4:30 p.m. during normal working days. After regular business hours use of this facility will be subject to an hourly rate of \$75 (+HST) per hour to cover the cost to operate the Conference Centre, with a minimum 3 consecutive hours billed.

Excluding normal maintenance and repairs it is the responsibility of the Tenant to ensure the proper use and care of the facility and equipment. Do not use pins or thumb tacks on the wall coverings. Any damages to the facility and/or the equipment because of misuse will result in the cost of repair being charged back to the Tenant, this also includes clean up, anything outside of regular housekeeping. Cups, saucers, etc. should be placed on the trolley in the reception area before leaving. Housekeeping and janitorial costs will be charge to the tenant if the room is left untidy at a minimal cost of \$100. Garbage and recycling should be placed in bins provided in the rooms. Excess garbage left in the room will also result in added charges. This facility is a non-smoking area and we request the user observe this policy.

BentallGreenOak requires 48 hours' notice (2 working days) to cancel bookings otherwise a charge of \$200.00 (+HST) will be incurred. BentallGreenOak reserves the right to cancel any scheduled event 7 working days prior to the booking date. BentallGreenOak assumes no responsibility or liability for users of the XChange Conference Centre, lost articles or any outside equipment being used in this facility.

Under Provincial legislation, a liquor license is required for any event, which will involve the use of alcohol. BentallGreenOak reserves the right to cancel any scheduled event if a liquor license has not been presented to the Conference Centre Coordinator 2 business days prior to the event.

Please indicate confirmation of the details of the booking and acceptance of the General Terms and Conditions contained herein by signing in the space provided below. A Confirmation of this booking will be signed by the Conference Centre Coordinator and returned to you.

This section of the form is to be completed by the Tenant Service Coordinator.

Received by:	Date (mm-dd-yy):	Time:
Comments:		

To complete the PDF form, download and save the file to your desktop before filling in the appropriate information (please fill in the form electronically, do not write out by hand). Then attach and send via email to: [121kingadministration@bentallgreenoak.com](mailto:121kingadministration@bentallgreenoak.com)