

# MEETING ROOM / STUDIO

Rental Agreement



Media Mall grants permission to \_\_\_\_\_ for the use of the \_\_\_\_\_ as outlined, subjected to the Terms and Conditions of the Agreement.

Name of Organization: \_\_\_\_\_  
Name of Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) Required: \_\_\_\_\_  
Time: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Number of people expected to attend? \_\_\_\_\_

Type of Activity: \_\_\_\_\_

BOARDROOM/STUDIO TYPE	PRICE PER HR.	TOTAL NO. HRS	EQUIPMENT NEEDED	PRICE \$

Special Requests: \_\_\_\_\_

Total Due: \_\_\_\_\_ Payment Due Date: \_\_\_\_\_ Payment Type: \_\_\_\_\_

The undersigned agrees to be bound by the Rental Agreement and the Terms and Conditions and has the authority to sign on behalf of the organization.

\_\_\_\_\_

\_\_\_\_\_

**Signature**

**Date**

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## MEDIA MALL RENTAL ROOM/STUDIO AGREEMENT – TERMS AND CONDITIONS

Media Mall Marketing Inc. hereby grants you (the “Licensee”) permission to use the meeting rooms, video studio, photography studio and audio studio (the “Facility”) selected in the calendar on the terms set out below, all of which form part of this agreement (the “Agreement”).

### **Payment Terms:**

Payment for online bookings is due in full upon completion of the online form and confirms the booking. Any refunds are subject to our cancellation policy below.

### **Cancellation Policy:**

For a full refund, cancellation must be made a full 48 hours prior to the booked time.

If the booking is cancelled less than 48 hours but more than 24 hours prior to the booked time, the Licensee will receive a 50% refund.

If the booking is cancelled less than 24 hours prior to the booking time, a refund will not be issued to the Licensee by Media Mall Marketing Inc.

### **Food Policy:**

The Licensee is welcome to make catering arrangements. Media Mall does not provide catering service but we can recommend some great local providers. In the event that the Facility is not left in the same tidy condition it was received in, a clean-up surcharge of \$20 plus HST per booking will be invoiced and due immediately.

### **Damage Policy:**

If there is any damage to any of the furniture or fixtures or the Facility itself during the booking, whether by the Licensee or the Licensee’s guest(s) or employee(s), the Licensee will be required to cover the cost of repairing those damages.

### **Limitation and Indemnity:**

The Licensee acknowledges that Media Mall Marketing Inc. is not liable for, and agrees to indemnify and save harmless the Media Mall Marketing Inc. from, any and all claims, demands, causes or action, loss, costs or damages that the Media Mall Marketing Inc. may suffer, incur or be liable for resulting from:

1. The negligent and deliberate acts or omissions of the Licensee or of any persons attending at the Facility in connection with the Licensee’s event described in the Agreement;
2. Any theft, loss, or damage to any personal property of the Licensee or of any persons attending at the Facility in connection with the Licensee’s event described in this Agreement, no matter how caused.

This Agreement becomes binding upon Media Mall Marketing Inc. upon its being submitted, along with payment of the required fee, by the Licensee. By signing the form, the Licensee acknowledges that they have read and agree to be bound by the terms of this Agreement.