

## CPA Manitoba Facility Rental Agreement

Renter: _____ Title: _____ Company: _____ E-mail: _____	Start Date: _____ Start Time: _____ End Date: _____ End Time: _____
--	--

All rentals are subject to the terms and conditions which are hereafter set forth in this agreement. Bookings are made on a first-come, first-served basis and are considered complete after the dates have been confirmed and this agreement has been completed and signed by the renter and CPA Manitoba.

### Rooms & Equipment Required (check all that apply):

Learning Centre	Members		
	Full Day	\$200.00	
	Half Day	\$125.00	
	Non-Members		
	Full Day	\$300.00	
	Half Day	\$200.00	
Boardroom	Full Day	\$150.00	Seats 12 – 16 people Projector/Screen
	Half Day	\$75.00	
	Full Day	\$150.00	Seats 8 people
	Half Day	\$75.00	
Info Centre	Full Day	\$150.00	Seats 25 Projector/Screen Podium
	Half Day	\$75.00	
River View	Full Day	\$50.00	Seats 6 people TV

### ADDITIONAL ITEMS

Portable projector	\$25.00 per rental	Qty: _____
Carafe of coffee (serves up to 6 people)	\$5.00 carafe	Qty: _____
Flip chart stand, paper and markers	\$10.00 chart	Qty: _____

## **Terms and Conditions**

### **Cancellation**

CPA Manitoba reserves the right to immediately cancel or terminate this agreement upon any breach by the renter (or any of its guests) of any of the terms and conditions hereof. If the renter cancels, the cancellation must be in writing. A full refund will be issued if cancellation notice is received 5 business days prior to the start date.

### **Payment of Fees**

The renter shall pay the total rental fees within 30 days of issuance of an invoice by CPA Manitoba. Cheques are to be made payable to "CPA Manitoba". Fees may be increased from time to time at the discretion of CPA Manitoba but will not be implemented during a current rental term.

### **Indemnification**

The renter shall indemnify and save harmless CPA Manitoba, and any of the directors, officers, employees, agents and representatives from and against any and all costs, claims, damages, losses, actions, proceedings, demands, liabilities, fines, property damage, personal injuries (including death), and expenses of any kind or nature that:

- a) any CPA Manitoba indemnified party may suffer, sustain, pay or incur; or
- b) may be claimed, made or brought by any third party against any CPA Manitoba indemnified party, or which any of them may suffer, sustain, pay or incur in respect of any such third party claim;

in either case arising out of or in connection with the renter's use of CPA Manitoba's facilities, equipment or property, save and except those damages arising out of or in connection with any gross negligence or willful misconduct on the part of CPA Manitoba.

### **Parking**

Parking is available in the Fairmont/Richardson Building Parkade. Event attendees may only park in designated non-reserved areas and are responsible for their own parking expenses.

### **Food & Beverage**

CPA Manitoba does not arrange food or beverages for outside parties utilizing CPA Manitoba facilities.

Included in the rental is use of the kitchen (dinnerware & cutlery). If using the coffee brewer, please note that an additional \$10/carafe is applied to the rental fee.

### **Use of Facilities**

All rooms and areas of the CPA Manitoba offices not specified in this agreement are off limits.

The renter accepts full responsibility for any damage to or loss of CPA Manitoba's facilities and equipment which is caused by it or any attendees or guest in respect of its event.

Any and all damage to equipment or any part of the facility must be reported to CPA Manitoba as soon as possible.

The renter is responsible for leaving CPA Manitoba's facilities in a clean and tidy state.

All garbage and recyclables generated by the renter must be collected in the designated bins in the kitchen.

Please note: the Richardson Centre is committed to working toward a sustainable future. As such, please discard any food scraps into the green composting bin in the kitchen.

The renter shall not permit any persons, groups or organizations not mentioned in the rental agreement to use or occupy the premises without the express written consent of CPA Manitoba.

The renter acknowledges all the terms and conditions set forth in this agreement and accepts its responsibilities hereunder.

---

Date

---

Signature

---

CPA Manitoba