**RENTAL RATES & TERMS**

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| --- | --- | --- | --- |
| **“Pasayten Room” 825 sq ft**\* Day Rate - $185.00\*½ Day/Evening Rate - $110.00 | **“Granby Room”475 sq ft**\* Day Rate - $125.00\*½ Day/ Evening Rate - $85.00 | “Bridge Room” 1200 sq ft\* Day Rate - $185.00\*½ Day/Evening Rate - $110.00 | “Copper Room” 465 sq ft\* Day Rate - $125.00\* ½ Day/Evening Rate - $85.00 |

***Private Office Rental*:**  Day Rate - $75.00 \*½ Day Rate - $50.00

***Coffee Service:***  $10.00 per 12 cup pot

\***Day Rate**: 8:00 am – 4:00pm \***Evening Rate**: 4:00pm – 9:00pm

**\*½Day Rate:** 8:00 am – Noon *or* 12:00 – 4:00 pm

**\*\* All additional time outside of above rental times will be charged at $20.00 per hour (no prorate)**

**½ day rates do not apply when the times of the rental cross over the time periods specified.**

**IE 10am-2pm is NOT half day rate eligible.**

* At the Skills Centre discretion, a $50.00 setup and cleanup fee will be levied for all large-scale rentals
* We reserve the right to change room assignments while preserving your rental experience.
* All rooms come with tables and chairs setup as per your specifications, with clean-up included.
* We are able to arrange breakfasts, lunches or dinners of your request, coffee, juice, or pop – all at cost plus 15%.
* All users have access to the student lounge area, refrigerator & microwave & wifi
* Please review our “in case of fire” procedures located on the wall of your rental room with all parties involved before your meeting commences.

**RENTAL AGREEMENT:**

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| --- |
| **Customer Name:**  |
| **Address:**   |
| **Phone/Email**:  | **Fax:** |
| **Room Booked:**  | **# of People**:  |
| **Date(s):**  | **Time(s):**  |
| **Price:**  | **Additional Fees:**  |
| **Setup:**  |
|  |
| ***24 hours’ notice is required for cancellations.*** ***Full price will be charged if less than 24 hours’ notice of cancellation.*** |

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(Date) (Customer Signature) (Skill Centre Signatory)