

The Space Within
35 Market Place, Stratford ON N5A 1A4
Group Room Rental Agreement 2018

YOUR NAME ("THE RENTER"): _____

YOUR PH #/
EMAIL/ADDRESS: _____

NAME OF EVENT: _____

NUMBER OF PARTICIPANTS: _____

DATE(S) & TIME(S) OF
EVENT: _____

RENT: (1) Dates x hrs x \$20 per hr. = Subtotal. (2) Subtotal less any discount = Total. (3) Total plus HST = Final total

DEPOSIT: 50% of Final total. Balance due on first day of Rental

Payment may be made by cheque payable to The Space Within, or by Interac e-transfer. To pay by e-mail e-transfer contact Karen at karen.jamesabra@thespacewithin.ca

I hereby agree to the use of the group room at The Space Within, 35 Market Place, Stratford under these terms:

1. Rental rate is \$20 per hour plus HST for every hour of use, rounded to the closest half hour, including a minimum set up and clean up time of 15 minutes before and after, or the actual set up and clean up time, whichever is greater. Rentals for a series of dates receive a 15% reduction.
2. Smoking is prohibited in the building, including the stairwell and fire escape.
3. Open flames of any kind including candles are prohibited anywhere in the building.
4. The renter is free to use the kitchenette to serve refreshments. A small fridge, microwave, coffee maker, and kettle are available however there is no stove available and no on-site cooking is allowed.
5. Kitchen and food garbage must be removed by the renter at the end of the rental period.
6. The renter is responsible for obtaining a Liquor License and event insurance before serving any alcohol.
7. The Space Within is not responsible for lost or damaged items belonging to the renter.
8. Professional Liability Insurance is required for clinical practitioners offering therapy or therapeutic group experiences.
9. **Deposit:** A deposit of 50% of the anticipated rental amount is required to secure the rental.
10. The balance of rent is due at the start date of the rental
11. **Refund:** Rental deposits, less a 15% administration fee, will be refunded provided notice of cancellation is received a full seven days before your planned event, e.g. a cancellation of a Friday event would have to reach us before the end of the Friday before.
12. The Space Within reserves the right to restrict or end the rental agreement if these conditions are not met.

In addition to rental of the Meditation Room, The Space Within can offer to promote your event (When completing this form please initial any of the additional promotion options you want to use):

1. **Promotion in our e-newsletter.** *If we are about to send one of our occasional e-newsletters, we will include information about your event and, if you have a website or registration page, we will include a link to your site. This service is free.*
2. **Adding to The Space Within website calendar.** Your event or series will also be added to the Events Calendar on the Space Within website. This service is free.

Please note: Practitioners at The Space Within offer confidential services in the four offices along the hall leading to the back of the building. Please be sure that you and the participants in your event keep the waiting room and hallway clear, and respect the privacy of clients who may be in the waiting room. Thank you for your understating.

I have read and understood these rental conditions and commit to adhere to them.

Signature: _____

Date: _____