

Kelsey Centre Rental Agreement

Date: _____

Name: _____

Phone : _____

Email: _____

Room: _____ Rate: _____

Room: _____ Rate: _____

Room: _____ Rate: _____

Room: _____ Rate: _____

A refundable damage deposit of \$ _____ is required upon signing this agreement.

Total amount required on signing: \$ _____

Payment is due: upon signing this agreement and on arrival. Cancellation: Must be cancelled 15 days prior to arrival without penalty applied. Please accept this as your invoice.

Arrival Date/Time: _____

Departure Time: _____

Number of Persons: _____

Meeting Type: _____

Set up requirements: _____

The 'renter' agrees to accept the facility as is, and there is no warranty expressed or implied as to the suitability, by the Kelsey Centre. The 'renter' agrees to use the premises at their own risk.

The Kelsey Centre will be harmless from all and any legal liability to any persons or from any damage to the property of others. All Liability is the responsibility of the 'renter'. The 'renter' agrees to follow Fire Bylaws and Regulations, and to keep exits clear. There is no smoking allowed in the building. The 'renter' agrees to leave the premises in a cleaned state. A cleaning charge will be applied if not left in a clean manner.

The Kelsey Centre will provide a cleaned room.

The Kelsey Centre will provide usage of tables and chairs.

Please sign the following as agreement to these policies

Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Please do not hesitate to call us with any questions/concerns.

Telephone: 250-282-5500 Email – recmanager@saywardvalley.ca

Michelle Davis
Management,
Kelsey Centre, Sayward B.C.

