



CHARLES GLEN



TOYOTA

*Alberta's Celebration Destination*

**Charlesglen Community Conference Center Facility Rental Agreement**

**GROUP INFORMATION:**

Application Date: \_\_\_\_\_

Name of Non-Profit Group/Organization: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**RESERVATION INFORMATION:**

Date Requested for Reservation: \_\_\_\_\_

Time Requested From: \_\_\_\_\_ To: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Description of the Event: \_\_\_\_\_

**The Renter agrees to the following conditions:**

1. The room is available ONLY for use by non-profit and community groups. Any type of for-profit business and/or training for profit business is not permitted to rent the conference center. All details regarding the group and the nature of the booking must be provided to the Charlesglen representative at the time of inquiry.
2. All participants who use the room MUST park on the North side of the Charlesglen property between the Service Drive-Thru and 110 Avenue NW
3. The Renter must provide their own computer/equipment if they wish to use the SMART Board projector, Renters are not permitted to use Charlesglen computers. Wireless internet access is provided.
4. The room must be left, by the Renter, in the way that it was found, with all tables and chairs returned to their original position. The Renter must also clean up after the meeting, disposing of all trash, paper, etc. in the proper waste bins, A clean up fee will be charged if the room is left in a state of disarray, as determined by Charlesglen Representative.



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5. The Renter agrees to keep all noise in the room to a minimum, including any music that is projected through the SMART Board.
6. The Renter is responsible for any and all damages to the facilities and/or contents and fixtures. All damages must be reported to Charlesglen immediately. The renter is expected to cover the cost of all repairs, replacement and extra cleaning charges as a result of damages caused.
7. Charlesglen is in no way responsible for any personal injuries, property damages, lost or stolen items or other liabilities that may occur during the use of the conference center. Renter and all participants agree to release indemnity and hold Charlesglen harmless of any such damages.
8. The following is strictly prohibited: alcoholic beverages, smoking, lit candles, open flames and catalytic burners.
9. The Renter shall confine all activities, equipment and promotional materials to within the room, not to be seen from any other part of the Dealership. Participants may not post, tack or tape anything to any windows or walls in the room.
10. All outside food and drink are strictly prohibited. Our in-house café may provide catering with advanced notice. Coffee and tea are NOT provided free of charge to renters. To arrange for coffee and other catering please call 403-241-0888 and ask to speak to Choices café.
11. Charlesglen does not supply technical support for any equipment used in the room by the Renter, including the SMART Board projector.

I hereby agree to follow and enforce all Charlesglen Community Conference Center policies and regulations and acknowledge that I have received and read a copy of such rules. If I or my group is found to be violating any of the above rules, I understand that we will be subject to immediate removal from the premises at the discretion of the Charlesglen representatives. I certify that I am responsible for the protection of the room and its contents during the length of this reservation. I further understand that Charlesglen Toyota reserves the right to cancel this rental agreement at any time if deemed necessary. I understand and agree that no insurance is provided by Charlesglen Toyota and that Charlesglen Toyota will not be held responsible for any such incidents. All groups must vacate the premises by 8:30PM, NO EXCEPTIONS.

The person completing this application must be of at least 18 years of age.

Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Approval: \_\_\_\_\_