

Table Rental Agreement

SAMU provides tables for rent in a prime, high traffic area next to the cafeteria. A table booking includes one 2' x 5' table and two chairs. A whiteboard /bulletin board to go behind the table can be provided with notice. If any freestanding displays, racks, or other equipment is required, and to avoid obstruction of hallways, doorways or any pedestrian walkways, a second table must be rented. Displays cannot exceed 5 feet across. No food can be given unless individually wrapped and does not require refrigeration. Please note that we are unable to provide Wi-Fi.

This agreement is made on this date _____ between SAMU and _____

(Name of business, organization, or individual)

Contact Information:

Name: _____ Phone Number: _____

E-mail address: _____

What is the purpose of the table booking _____

Package Selection:

Business Type	Description (GST NOT INCUDED)	Dates	Table # Office USE ONLY
Regular*	<input type="checkbox"/> Full day (8:30 am- 4:30 pm) \$275 <input type="checkbox"/> Half day morning (8:30 am-12:30 pm) \$175 <input type="checkbox"/> Half day afternoon (12:30 pm-4:30 pm) \$175		
Peak Time	<input type="checkbox"/> First 3 weeks in Sept \$500 <input type="checkbox"/> First 3 week in Jan \$500		
BUSN 201 class	<input type="checkbox"/> Half day morning (8:30 am-12:30 pm) \$20 <input type="checkbox"/> Half day afternoon (12:30 pm-4:30 pm) \$20		

*Discounts for multiple day bookings available (2 days 5%, 3 days 10%, 4 days 15%, MAX 5 days 20%). Please note that these discounted prices will ONLY be given when tables are booked and payment has been received in advance.

whiteboard /bulletin board

BOOKING IS NOT COMPLETED UNTIL PAYMENT IS RECEIVED

To make a payment please contact the Students' Association SAM Centre 6-108

PH: 780-497-4444

Terms and Conditions

User and the Association agree as follows:

The Association agrees to provide the space and services as outlined below and in accordance with the following terms and conditions:

User

The User agrees to provide payment to the Students' Association of MacEwan University ("SAMU") for the space rental on the terms set out in this Agreement.

User Initials_____

Cancellation

*SAMU may cancel or move the table rental for any reason, without penalty. If the table rental is cancelled by SAMU and the user has paid, the SAMU shall refund the contribution in full.

*If the User cancels the table rental and has paid in full, the SAMU will refund the payment if the cancellation is done a week in advance. **Any later cancellations will result in 50% payment penalty.**

User Initials_____

Representations

The User is not a partner, representative or agent of SAMU or MacEwan University, and shall not hold itself out as having any authority in relation to SAMU or MacEwan University.

User Initials_____

Compliance

The User agrees that it will treat all information received pursuant to this Agreement in a confidential manner, and that it will comply with the provisions of the Freedom of Information and Protection of Privacy Act.

- SAMU disclaims liability for any and all claims for damages, including but not limited to damage to User property, personal injuries incurred by User's personnel, damage to User economic interests.
- SAMU further disclaims liability for any legal action taken against the User arising from the User's occupation and use of MacEwan space.
- Users are prohibited from signing students up for any credit products.

User Initials_____

Set up and equipment

- Users shall comply with all applicable fire, health, safety, and building code regulations when setting up for, exhibiting and tearing down promotional materials. This requirement includes, but is not limited to, ensuring that hallways, doorways (including entrance and exits), stairwells or any pedestrian walkways are not obstructed.
- Users shall occupy and use only the display space assigned by SAMU and no other space on MacEwan premises.
- Users shall occupy and use SAMU display space only on those dates and times assigned by SAMU.
- Users shall refrain from posting promotional materials on MacEwan facilities, including but not limited to walls, plaques, windows, and floor space.
- Users shall ensure that assigned SAMU display space is attended and/or staffed at all times.
- Users are solely responsible for loading, unloading, and storage of all promotional materials.
- Users are solely responsible for the security of all products and promotional materials.
- Users are solely responsible for clean-up of SAMU display space and are required to leave the SAMU display space in its original condition.

User Initials_____

I have read and agree to comply with all provisions listed in this agreement and the Terms and Conditions for Display Tables. If any portion of this agreement is not followed, SAMU reserves the right to terminate use of the space upon discretion immediately.

This Agreement made on _____ between:

Students' Association of MacEwan University:

Print Name: _____

Received by: _____

User's Signature: _____

Staff Signature: _____

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