

CONFIRMATION/CONTRACT

GROUP NAME:

ARRIVAL DATE:

DEPARTURE DATE:

BILLING FORWARDED TO:

ROOMS RESERVED

DATE	ROOM #	DAILY RATE	IT	CLEANING	SECURITY

(HST extra)

FOOD SERVICES

It is the responsibility of the group to make arrangements through the Lakehead University caterer, Madison County Food and Beverage for all food service.

Please contact Matt at 705-330-4008 Ext. 3050 or via e-mail to madisoncounty@lakeheadu.ca

Catering/menu web site and the link is as follows: <http://www.backtothegrind.ca/index.php>

Guaranteed Numbers: Food Services requires an approximate number of 7 days prior and a guarantee 72 hours prior to the first scheduled meal and prior to special meal functions.

MEETING ROOMS

Fees stated below outline room rental fees and audio-visual, equipment usage, tech fees etc.

ROOM SET-UPS

It is the responsibility of the group to set up the rooms as required. All rooms must be returned in the order received.

ADDITIONAL EXPENSES:

Damages

METHOD OF PAYMENT:

The contract must be signed by the Client and returned no later than **(DATE)**. If a signed contract is not provided within the prescribed period of time, the University will cancel any and all arrangements made.

The invoice will be sent to the contact person and address as listed on page one of this contract unless different instructions are entered here:

Payable to:

Residence & Conference Services

Lakehead University

500 University Avenue

Orillia ON L3V 0B9

Attention: Mrs. Shelley Unwin
Executive Assistant to the Dean and Vice-Provost

1) Cancellations: Cancellation 72 hours prior to the event will result in charges associated with departmental losses in labour.

2) Food arrangements other than through the Lakehead University caterer: It is the Policy of Lakehead University that any food or refreshment requirements for on campus events are to be arranged through the Lakehead University Caterer, Madison County Food and Beverage. At no time will food be permitted other than through that arranged by the Lakehead University caterer. It is to be understood that in the event that a client brings in external food or beverages, the client will be invoiced for the event at our caterer's rate. Failure to abide by this may be an immediate termination of the occurring event.

Payment of all invoices is due upon receipt.

AGREEMENT

"We agree to

- 1) abide by university rules and regulations and to co-operate with the other campus users and we hereby remise, release and forever discharge Lakehead University, its faculty, staff, agents, or employees of and from, all manner of actions, causes of action, suits, claims, liability, losses, covenants, demands, accounts whatsoever against the said Lakehead University, its faculty, staff, agents or employees, which we, the undersigned, ever had, now have or may hereafter have, arising out of our use of the said premises, and
- 2) indemnify and save harmless the said Lakehead University from and against all actions, causes of action, interest, claims, demands, costs, damages, expenses or loss which the said University may bear, suffer or be put to by reason of any damages to personal property or injury or death which we may bear, suffer or be put to or cause by reason of or as a result of or arising out of our use of said premises.

The Organization shall be responsible for ensuring that there is no contravention of fire and safety regulations.

The Organization shall obtain for the period of the Conference and keep in force at its sole cost, public liability insurance, including a cross liability clause insuring the University, in the following minimum amounts of coverage:

- a) For athletic, sports, dancing, physical education activities \$2 million
- b) For all other activities \$1 million

The University requests that a **Certificate of Liability Insurance** be filed by **(DATE)**.

Lakehead University has adopted a **No Smoking Policy** in the Workplace, and inside all buildings. Smoking is only permitted in designated areas outside. It is requested that conference delegates be advised of this policy and their active compliance sought.

Lakehead University will make every effort to ensure that the facilities reserved for this event will be available for the intended purposes, however, it is agreed that neither Lakehead University nor its staff or agents shall be liable to the organizer or a delegate for any failure to perform in whole or in part because of acts of God, government regulations, strikes, force majeure, building damages or other circumstances beyond the control of Lakehead University.

SUBMITTED BY:

APPROVED BY:

Shelley Unwin,
Conference Services Event Organizer

Kim Fedderson,
Dean and Vice-Provost, Orillia Campus

DATE:

DATE:

AGREEMENT WITH:

(conference group)

DATE:

ROOM RATES

Conference Services reserves the right to change the stated rates.

Room Type	Room Capacity	Seating	Room Cost (per day)	Audio/Visual Cost (per day)
Boardroom	10-12 Seat	Fixed	\$40.00	\$40.00
Classroom	40 Seat	Fixed	\$65.00	\$60.00
Classroom	60 Seat	Fixed	\$75.00	\$70.00
Lecture Theatre	120 Seat	Fixed	\$160.00	\$90.00
Lecture Theatre	200 Seat	Fixed	\$340.00	\$110.00
Learning Commons	Approx. 300	Flexible	\$360.00	N/A
Cafeteria	Approx. 300 (Seating for 224)	Fixed/Flexible	\$360.00	N/A

(HST Extra)

AUDIO VISUAL SERVICES

The following is a list of rates conference groups are charged by Audio Visual Services to rent media equipment on-campus.

Equipment	Hourly Rate	Daily Rate (HST Extra)
Multimedia LCD Projector (Data Projector)	\$50.00	\$175.00
Laptop (Windows)	\$50.00	\$175.00
Portable Tripod Projection Screen	\$10.00	\$35.00
Digital Video Camera	\$50.00	\$175.00
Overhead Transparency Projector	\$15.00	\$25.00
DVD Player	\$5.00	\$20.00
CD Player	\$5.00	\$20.00
Technical Support Charge – Hourly Rate	\$65.00	N/A