



2020 ROOM USE AGREEMENT

1. DESCRIPTION OF CLIENT

The following represents an Agreement between: **CENTRE FOR HEALTH & SAFETY INNOVATION** (referred herein as "CHSI") and **COMPANY** (referred herein as "CLIENT") and outlines specific conditions and services to be provided for reservations made in 2020.

COMPANY:

CONTACT NAME:

JOB TITLE:

ADDRESS:

TELEPHONE #:

EMAIL:

****PLEASE READ CAREFULLY:** The Client signing this agreement must ensure that all persons contracted by the above-mentioned client or the person in charge of the event attending CHSI understands and complies with this contract's content. Adherence to all CHSI Health and Safety Policies is mandatory.

2. FOOD AND BEVERAGE CATERING

Any outside catering purchased with or without the knowledge of CHSI is subject to a corkage fee of \$15 per person, per meal. This includes any and all outside food & beverage. The corkage fee will be added to the final invoice.

All food and beverages served at CHSI must be purchased from CHSI's on-site caterer (currently Dana Hospitality). It is the responsibility of the client to ensure that the onsite facilitators are aware of this.

CHSI is not an allergy-free environment, thus menu items may contain nuts and nut by-products. Please advise the Caterer of any food allergies or sensitivities and they will try to accommodate you to the best of their ability. Please note that food requiring temperature control e.g. food that will spoil if left at room temperature for an extended period, will be retrieved by the caterer two hours after delivery.

Catering rates and terms will be in accordance with the 2020 CHSI Catering Menu and Order Form. If this menu does not conform to the **CLIENT'S** requirements, **CHSI's** on-site caterer would be happy to customize the menu for the **CLIENT**. There are no gratuities charged on catering orders, however additional charges may apply to catering orders requiring delivery on weekdays after 5pm and on weekends.

To expedite catering concerns while at **CHSI**, Guest Services is to be contacted. The number is posted on the courtesy phone located in all rooms.

3. OFFICE, MEETING AND TRAINING ROOM RATES

Office, meeting and training room rates will be in accordance with the 2020 Corporate Event Centre Pricing document. Non-profit pricing is available to not-for-profit corporations for the rental of rooms only. All other services will be invoiced at full value.

4. AUDIO VISUAL REQUIREMENTS

Built-in LCD projectors, screens are standard in all **CHSI** Training Rooms, Meeting/Boardrooms, Presentation Centre, and Conference Centre. Smart Rooms J, K & L are equipped with Smart Screen LED TVs and Training Room 200 is equipped with two 60" LED TVs. Wireless internet and multiple electrical outlets supporting laptop usage are available in all rooms. Additional non-standard audio visual equipment is available for rent based on availability. Please speak with the Reservation Co-ordinator regarding pricing and to arrange rental of additional equipment. Microphones, VGA adaptors, and slide advancers are available and must be signed out at Reception. Items not returned shall be subject to a charge for their replacement.

5. PRICE CHANGES

The prices referenced in the 2020 Corporate Event Centre Pricing document and the 2020 CHSI Catering Menu and in Item 12 below are subject to change from time to time, except for previously confirmed reservations.

6. IN-HOUSE EQUIPMENT

CHSI will provide, at no additional charge, a reasonable amount of meeting equipment (e.g., chairs and tables). These complimentary arrangements do not include special setups or extraordinary formats, above and beyond standard arrangements, that would deplete **CHSI's** present in-house equipment inventory to the point of requiring rental of additional supply to accommodate the **CLIENT'S** needs. If such special setups or extraordinary formats are requested, **CHSI** will present related expenses to the **CLIENT** for approval and charges will be according.

7. METHOD OF RESERVATION

Reservation requests are to be emailed to **CHSI's** Reservation Co-ordinator. Their contact information is:

Email: reservation@tchsi.ca

Tel: 905-614-2120

Completion of a CHSI Account Application is required for first-time reservations in order to set the **CLIENT** up in **CHSI's** accounting system for billing purposes.

Reservations will be forwarded by the **CLIENT** no less than 48 hours prior to the event and will be accommodated based on availability.

8. FINAL ARRANGEMENTS

Confirmation of reservations is to be by the **CLIENT** four (4) weeks prior to event

Rooms are assigned in accordance with the **CLIENT'S** estimate of the number of persons anticipated. Should final numbers decrease or increase, **CHSI** reserves the right to impose a limit on the number of persons or substitute a more appropriate room(s) at the then current room rental rate.

9. DAMAGE TO OFFICE, MEETING AND TRAINING ROOM SPACE

CHSI and their personnel cannot be held responsible for loss and/or damage or injury to exhibits, personnel or other property belonging to the **CLIENT** and his/her guests. **CHSI** reserves the right to charge for damages done to **CHSI** rooms or anywhere on the premises of **CHSI** that have been caused by the **CLIENT** and his/her guests. The **CLIENT** will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than the **CLIENT** and its attendees.

10. PARKING

Visitors may park in the Visitor Parking area on the east side of **CHSI's** Creekbank building with overflow to the west side of the building and also on Tech Avenue, at no additional cost, subject to availability of parking spaces that **CHSI** cannot guarantee.

11. SHIPPING AND RECEIVING

All packages shipped to **CHSI** are not to exceed 35 lbs in weight and must be clearly labelled as follows:

Attention: **CLIENT'S Training Host**
c/o CHSI Reservation Coordinator

Meeting Date: _____

Room Name: _____

of Packages: _____

Centre for Health & Safety Innovation
5110 Creekbank Road
Mississauga, ON
L4W 0A1

Due to limited storage space, **CHSI** requires that shipments intended for meeting and/or training rooms not arrive earlier than **2 days** prior to the group's arrival. This does not pertain to shipments being stored within rental offices (e.g., Office 101). If the **CLIENT** is shipping boxes from outside of Canada, they must ensure they have met all custom requirements such as clearance, brokerage fees and any applicable duties and taxes.

12. CHSI MAILROOM

CHSI Mailroom is available to serve **CLIENT'S** needs. Services include photocopying, printing, courier and fax services. Hours of operation are: Monday to Friday 9:00 am to 4:00 pm. Charges will be as follows:

Photocopying/Printing	\$0.25 per page
Postage	As per postage usage
Courier	As per courier invoices

13. TELECOMMUNICATIONS

Long-distance telephone calls placed by the **CLIENT** cannot be completed using **CHSI** telephones. Toll-free calls and local calls, are offered free of charge to the **CLIENT**. Third-party conference calling services may be used but must be provided by the **CLIENT**.

14. CHSI COAT ROOM

Facilities for coat storage are available at **CHSI** in the Cloak Room at no charge. **CHSI** is not responsible for lost or stolen items.

15. SIGNAGE

In an effort to maintain a quality appearance in the public areas of **CHSI**, there is no directional signage permitted within the facility. **CHSI** provides directional digital boards throughout the building and staff to assist with directing attendees to the correct rooms. The **CLIENT** is permitted one (1) professionally prepared and pre-approved sign directly outside of room.

16. CHSI SAFETY AND SECURITY RULES

VISITOR SAFETY:

The **CLIENT** including facilitators or others representing or contracted by the client will be responsible for reviewing and complying with all **CHSI** safety rules, pandemic and emergency preparedness standards, which

are posted in **CHSI** meeting and training rooms, at Guest Services, and on the **CHSI** Health and Safety bulletin board.

SECURITY:

CHSI cannot ensure the security of any items left in rooms, nor has the ability to secure valuable items.

If the **CLIENT** requires early morning access to the Centre, arrangements can be made with the Reservation Co-ordinator to sign out an Early Open security fob. The **CLIENT** will be charged a fee of \$50 per security fob / key to replace lost or stolen security fobs / keys.

The **CLIENT** will be responsible for becoming familiar with and complying with all **CHSI** security rules including without restriction building access within and outside regular business hours (i.e., 7:30 a.m. to 5:00 p.m.). For example, not sharing security fobs that are issued on an individualized basis, and reporting lost or stolen fobs to **CHSI** Facilities Staff on an immediate basis.

ACCESS & LOITERING:

Centre for Health & Safety Innovation and Corporate Event Centre are not a place of unrestricted public access. CHSI is intended for the use by its tenants, staff, guests of CHSI, direct clients and their participants in events held at CHSI.

Loitering or interfering with this intended use is prohibited, and violators will be required to leave. Children are not to be left unattended anywhere on CHSI property. Failure to comply with a request to leave will result in CHSI staff contacting the Peel Regional Police Department.

CHSI will make exceptions to this policy for support persons in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. CHSI will also consider exceptions to this policy for accommodation purposes under the *Human Rights Code*, provided that such accommodation does not result in an undue hardship to CHSI.

17. USE OF OUTSIDE VENDORS

If the **CLIENT** wishes to hire outside vendors to provide any goods or services at the Centre during events, **CHSI** may, at its sole discretion, require that such vendor provide **CHSI**, in form and amount reasonably satisfactory to **CHSI**, an indemnification agreement and proof of adequate insurance. All outside vendors must be pre-approved by **CHSI**, which approval may be withheld at its sole discretion.

18. PERFORMANCE LICENSES

The **CLIENT** will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio, or video recordings, art, etc) that the **CLIENT** may use or request to be used at **CHSI**.

19. CANCELLATIONS

The **CLIENT** acknowledges that if it cancels its planned use of **CHSI** rooms or catering services, this cancellation would constitute a breach of its obligation to **CHSI** and **CHSI** would be harmed given the unlikelihood of reselling rooms or catering on a "last-sale" basis.

The following policies will apply, at the discretion of **CHSI**.

ROOMS / NON-STANDARD AUDIO VISUAL RENTALS:

If the **CLIENT** cancels its scheduled use of any **CHSI** room, the **CLIENT** agrees to pay **CHSI** as follows:

- Room(s) cancelled with advanced notice of 46 days or more: 0% of room charges specified herein;
- Room(s) cancelled with advanced notice between 31 and 45 days or more: 25% of room charges specified herein;
- Room(s) cancelled with advanced notice between 16 and 30 days: 50% of room charges specified herein;
- Room(s) cancelled with advanced notice between 8 and 15 days: 80% of room charges specified herein.

- Rooms(s) cancelled within 7 days: 100% of room charges specified herein.

20. REBOOKING WITHIN THE 45 DAY CANCELLATION POLICY

If the **CLIENT** wishes to rebook a room held within the 45 day cancellation policy rather than cancel the room outright, the **CLIENT** will be charged a 25% re-booking fee and the cancellation fee will be waived. This rebooking fee will apply to new, replacement bookings of equal or greater value only and cannot be applied towards any other existing bookings the **CLIENT** currently holds with **CHSI**.

CATERING:

If the **CLIENT** cancels its scheduled catering of any event at **CHSI**, the **CLIENT** agrees to pay **CHSI** as follows:

- Catering is cancelled with advanced notice of two business days or more: 0% of catering charges specified herein;
- Catering is cancelled with advanced notice less than two business days: 100% of catering charges specified herein

21. TERMINATION

CHSI may terminate this Agreement at any time during the term and without cause or further obligation upon thirty (30) days' written notice to the **CLIENT**. In addition, if the **CLIENT** is convicted of any crime or offense, fails or refuses to comply with the written policies or reasonable directive of **CHSI**, or materially breaches provisions of this Agreement, **CHSI** at any time may terminate the Agreement immediately by providing written notice to the **CLIENT**.

22. INVOICING ARRANGEMENTS

All charges related to the **CLIENT'S** use of **CHSI** facilities (e.g., room charges, catering, Mailroom services, long-distance telephone charges, security fobs) will be invoiced weekly, in arrears, by **CHSI**. Payment by cheque, money order or credit card is due upon receipt of invoice.

CHSI will accept cheque, Electronic Fund Transfer, and Visa, MasterCard and American Express credit cards as payment for invoices. To maintain security protocol, credit card payments may only be processed over the phone by **CHSI's** appointed staff. Please contact 905-219-0044 ext 2213 to process a payment.

23. EXECUTION

CHSI and the **CLIENT** have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

Agreed and authorized by the **CLIENT**:

Name: (Print) _____

Title: (Print) _____

Signature: _____

Date: _____

Agreed and authorized by **CHSI**:

Name: (Print) _____

Title: (Print) _____

Signature: _____

Date: _____

Please email completed document to CHSI at reservation@tchsi.ca