

Workshop Rental Agreement

WRA2017

SOUL PAPER & LETTERPRESS RENTAL CONDITIONS AND AGREEMENT
(803894880 Saskatchewan Inc.)

On behalf of Susan Gallagher, Alexandor Pozsonyi and All the Soul Paper Family, we wish to welcome you to our workshop. We hope that your experience here is enjoyable and that the workshop meets your needs and the needs of your students, guests and clients.

We have endeavored to create and equip a space that is both functional, as well as warm and welcoming. As owners we fully commit to maintaining a clean and orderly space for your classes and workshops.

For the purposes of this rental agreement, we are classifying all rental time and bookings over 2 hours as a 'workshop'.

RENTAL CHARGES:

The Rental Rate is \$150 for the first two (2) hours and \$50 for every hour thereafter.

The studio rental rate includes the 15 minutes prior and the 15 minutes following the class or workshop.

Instructors and presenters will not be charged for that time.

CANCELLATION:

Cancellation of a 'workshop' must be 72 hours prior to the scheduled time.

Cancellation of a full day or weekend workshop must occur 7 days prior to the scheduled booking. The full rental rate will be applied if any cancellation does not occur within the appropriate time frames.

CONDITIONS AND RESPONSIBILITY (General):

(refer to Schedule "A" & "B" for further clarity)

All instructors and workshop presenters agree to ensure that they and all their students and clients remain safe and secure at all times whilst in the Workshop. Soul Paper assumes NO responsibility for harm due to the unsafe use of equipment provided, negligence and/or undue care and attention of the instructors, workshop presenters or attendees.

All instructors and workshop presenters will assume full responsibility for all losses and damages to the premises that may occur for the duration of their time within the space.

All instructors and workshop presenters must ensure that the workshop space is left as they found it. Any equipment, furnishings, props, materials and/or additional Soul Paper property, must be properly stored away (as originally found at the beginning of the Workshop), and all chairs and tables are returned to their original placement within the space. If the kitchenette has been used, we request that it be left in the condition that it was found.

The studio kitchenette is a shared facility with the Soul Paper Team. All instructors and workshop presenters will have access to the kitchenette, but are responsible for "stocking" with food and/or drink, napkins, plates, drinking cups, etc. for their individual students or clients.



We request that all personal material: music, props, written material etc., not be left on the premises.

The washroom is for workshop guests and Soul Paper Staff only. Please maintain its cleanly nature. It is not for general public use.

We request that once your class or workshop has begun that you respect the on goings of the retail space.

I (please print clearly) _____,

HAVE READ AND UNDERSTOOD THE CONDITIONS AND RESPONSIBILITIES AS OUTLINED IN THIS DOCUMENT AND I AM AWARE THAT BY SIGNING IT I AM AGREEING TO ALL OF THE TERMS, CONDITIONS AND RESPONSIBILITIES.

Signature (by Renter);

Signature of renter

Renter name (printed)

Date

Signature of Soul Paper witness

Soul Paper witness (printed)

Date

ADDITIONAL NOTES AND AGREEMENT AMENDMENTS:

(All parties to initial affirming agreement revisions)

SCHEDULE "A"

Soul Paper Rental Rules and Regulations;

1. The Workshop shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function.
2. Booking is not finalized until deposit is received and a credit card number is retained on file for the term of the contract. Deposits are non-refundable if a cancellation of a workshop is 72 hours prior to the scheduled time. Cancellation of a full day or weekend-long workshop must occur 7 days prior to the scheduled booking.
3. The full rental rate will be applied if any cancellation does not occur within the appropriate time frames.
4. The Applicant/Instructor will be responsible for setting up the Workshop.
5. The Applicant/Instructor will be responsible for the cleaning the Workshop at the conclusion of the event according to the Rules of Etiquette listed in Schedule "B". Clean-up not in accordance with this agreement will result in an additional cleaning charge.
6. All garbage and recyclables are to be removed from the Workshop are to be removed from the building by the Applicant/Instructor.
7. No unauthorized alcohol shall be permitted in the Workshop.
8. Consumption of alcohol may be permitted provided the user(s) follows the regulations of the Saskatchewan Liquor & Gaming Association. A copy of the Special Occasion Permit must be posted in the Workshop during the event.
9. Additional Event Insurance is the responsibility of the Applicant/User.
10. Exit doors and Egress routes shall remain unblocked at all times.
11. No exposed candles may be used.
12. SMOKING is PROHIBITED anywhere inside the Building. Any violation will result in a \$500 charge.
13. Use of LIQUID SMOKE, CONFETTI, SPARKLERS, and DUCT TAPE inside the Workshop is PROHIBITED.
14. The Renter agrees that use of the Workshop beyond the period stated herein will result in additional charges to the Renter.
15. Soul Paper accepts no responsibility for any items left in the Workshop by the Renter, organization members or function attendees.
16. It is understood that the Renter shall indemnify and hold Soul Paper harmless from and against all claims or demands with respect to the use of the Workshop. Soul Paper, Soul Paper Staff and/or any of its affiliates will not be responsible for personal injury or damage or for loss of personal items or equipment of the Renter or anyone attending the Renter's event.
17. Any damage or breakage must be reported and will be the sole responsibility of the user and will be charged at full replacement cost.

SCHEDULE "B"

Soul Paper Workshop Rules of Etiquette;

We ask that you please review this checklist following usage of the Workshop to ensure all rules and regulations have been complied with. At the termination of the applicants use, the area should be surrendered in the same condition of cleanliness and repair as it was upon commencement of use.

- Floors have been swept and cleaned. Any spills have been mopped up.
- Kitchenette is clean, tidy and in proper order.
- Coffee maker and appliances are clean and returned to their original location and in original operational condition.
- All running water has been shut off (including the washroom).
- All garbage and recyclables are picked up and removed.
- Tables and chairs must be cleaned (if required) and returned to their original location.
- Decorations have been removed without any marks or damage to Workshop Space.
- Bathrooms are clean and in proper order.
- Close the Exit door and ensure the Workshop is properly secured.