



# GRAND RIVER EMPLOYMENT & TRAINING INC. RENTAL AGREEMENT

## Function Information

Date of Rental: \_\_\_\_\_ Description \_\_\_\_\_

Time of Rental: \_\_\_\_\_ Group Size \_\_\_\_\_

## Billing Information

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Postal: \_\_\_\_\_

City: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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

Rental Request		Hourly Rate- Business Hours	After Hours Rate	Daily Rate 8+ hours	Start Time	End Time	Total Hours	Total Cost of Rental
Board Room	20+ Seat Capacity	\$35.00	\$40.00	\$150.00				
Theatre	82 Seat Capacity	\$40.00	\$50.00	\$200.00				
Atrium	-	\$50.00	\$55.00	\$300.00				
AV Equipment				\$50.00				



# Rental Policy

Customers without an account must pay in full before booking time. Customers with an established account in good standing may book time and be billed monthly.

**THREE DAYS NOTICE** is required for cancellations. If rental has not been cancelled, the full price will be charged.

Hourly rates apply during GREAT's regular business hours- **Monday to Friday 8:30a.m to 4:30a.m.**

After Hour Rates apply **after 4:30 pm.**

AV Equipment is **NOT** included in rental cost. If needed, AV equipment can be rented for a flat rate of **\$50** for: overhead projector screen, P.A system, Microphone, flip chart, and T.V. wireless hook-up, DVD wireless hook-up.

**Customers are responsible for cleaning up the rental before vacating the space, if not a \$50.00 fee will be applied on top of rental fee.**

X

Signature

X

Date

## OFFICE USE ONLY

Manager Approval \_\_\_\_\_ Program \_\_\_\_\_

GREAT Account Code \_\_\_\_\_ GRETI Code \_\_\_\_\_

