



ALIGN/ECVO Training Room

**Suite 258, 8330- 82 AVE. Bonnie Doon Shopping Centre
Edmonton, AB.**

LETTER OF AGREEMENT

Date:

Name:

Name of Company/agency:

Address:

The purpose of this letter of agreement is to outline the guidelines of use for our (Align/ECVO) training/meeting room. To assure your event functions smoothly please review the following policies and procedures. Once the Letter of Agreement is signed the Align Office Manager will handle the scheduling and be the liaison between the client and the Align/ECVO. By signing the Letter of Agreement, you are acknowledging your agreement with these policies and procedures.

REQUESTS

Requests to reserve space at the Align/ECVO training room may be accepted in advance of the event date. A potential client's requested date will be held for 10 business days, by the end of which time the Align/ECVO requires a signed contract. If a signed contract has not been received within 10 days, the date will be released.

PAYMENTS & NOTIFICATIONS

Payment is due on the day of the event. Payment must be made by check, money order, cash or credit card. Should you cancel with less than 72 hours notice you will be billed for the full amount of the rental. Renter is liable for any vendor costs associated with your event's cancellation.

LIABILITIES

By signing the Letter of Agreement, clients agree to pay the cost of repair, restoration, replacement of any damage done by you, renters personnel, your subcontractors, vendors, agents or invitees to the Align/EVCO facility and any of its equipment or contents. Align/ECVO shall be held harmless for all claims arising out of use of the Align/ECVO property. Client assumes full responsibility for theft, loss or damage to any property and equipment brought to the Align/ECVO training room by you, your subcontractors, vendors, agents or invitees.

PAYMENT

100% payment of the amount stated in the Letter of Agreement is due on the day of the event. If additional charges are incurred during the event, such as event overtime, rentals, etc. client will be billed after the event with payment due in within 30 days.

PARKING

Parking in the Bonnie Doon Shopping Centre parking lot is free.

CLIENT FURNITURE AND EQUIPMENT

The Align/ECVO personnel are not responsible for moving, setting up, or taking down any equipment. You are welcome to move the furniture in the room to suit your needs, please return it to its original position when finished your event. All client furniture and equipment must be removed immediately following the event. All rental or catering equipment must be picked up immediately after the event or the next day, as agreed upon with the Align Office Manager. A storage fee of \$50.00 per day will be charged for any items left more than one day after the event.

DECORATIONS

Nails, hooks, tacks, staples, pins or screws may not be used on any surface or furnishings in the Align/ECVO training room. We have provided flipchart stands for your use if you wish to post flip chart paper. No tape or other material can be applied to walls, tables, floor or any surface unless agreed to by the Align Office Manager. User will be held financially responsible for repair/replacement of any damages or defaced property. Nothing can be hung from the ceiling, walls, windows or doors.

BREAKDOWN & CLEAN UP

Set up, breakdown and clean up must be completed within 15 minutes of time specified on contract. **The Client must return the training room to the condition it**

was prior to the event. The training space may be set up however the user wishes. Please make sure you are here early enough to rearrange it as our staff will not provide this service. Cleaning products, paper towels and disinfectant are provided in the room to clean tables and counter after use.

SMOKE FREE FACILITY

No smoking is permitted in the building or within 20 feet of any of its entrance.

FOOD AND BEVERAGES

Food and beverage are allowed in the training room. There is a coffee pot in the room and you may bring your own coffee or alternatively you may order coffee from the local coffee shop in the mall. If you have a caterer bring in food, please make sure they pick up their equipment promptly or arrange with our Align Office Manager for pick up.

KEYS & CODES

The key/code for the training room door can be picked up and returned to the Align/ECVO office Suite 255. A separate key is needed for the washrooms on the professional centre floor. That key needs to be left in the training space.

FEES:

Full day (over 3 hours) = \$100.00 Non Members \$200.00

Half day (3 hours or less) = \$50.00 Non Members \$100.00

Projector rental = \$25.00 per day

GST will be charged on all rentals

Note: Rental of the room does not constitute a recommendation or endorsement of room use or the rental organization.

ACCEPTED AND AGREED TO: (CLIENT/USER)

Signed _____

Print Name _____

Title _____

Organization _____

Date(s) of Use _____

Please sign and return original to: Align Office Manager.

By email, mail or fax ATTN: Katie Monilaws

Phone: 780.428.3660 Fax: 780.428.3844 Email: katiem@alignab.ca

Mail: Suite 255, 8330 – 82 Avenue Edmonton, AB T6C 4E3

PRINCIPAL POINTS OF CONTACT: Katie Monilaws, Align

PAYMENT INFORMATION

Person Booking room/ phone number and email address:

Booking organization and address:

Fee Due:

Full day (over 3 hours) = \$100.00 non-member \$200.00

Half day (3 hours or less) = \$50.00 non-member \$100.00

Projector rental = \$25.00 each

Total: _____

Payment Method:

(cash/cheque/credit card)

We will invoice agencies that are members of Align or ECVO if requested

Credit Card no: _____

Expiry: _____

Signature: _____

Please complete contract and form and fax to Katie Monilaws at 780 428-3660 or email to katie.m@alignab.ca.

REFRESHMENTS

The room is equipped with a water cooler, kettle and small refrigerator. You are welcome to use this equipment throughout your event. Please bring your own coffee, tea, etc.

- If you prefer, you can order coffee from vendors in the mall. Either Tim Horton's or Starbucks in Safeway will supply coffee.

CATERING

The Bonnie Doon Shopping Centre has a food fair and Little Caesars' Pizza franchise. These are quick choices for lunch or snacks. You are welcome to have catered food brought into the training room. Please clean up after your event and take any leftovers with you.

Some suggestions are:

Tim Horton's - 174 Bonnie Doon Shopping Centre, Edmonton, AB (780) 757-3387

Subway - 172 Bonnie Doon Shopping Centre, Edmonton, AB (780) 465-5660

Safeway Deli - (780) 469-9452

Upper Crust Catering - (780) 433-0810

Pure Kitchen - (780) 705-2626