



## Commons Rental Contract

Please ensure that the following contract is signed by the event contact person *on or before the day of the event*.

Please read the following GSA guidelines and regulations:

1. Please note that the GSA requires a damage deposit of \$100.00 to be paid by cash or cheque at least **1 week** before your event. The damage deposit will be returned upon satisfactory completion of the cleaning checklist.
2. Please note that a minimum 24 hour cancellation is required, otherwise your damage deposit will not be returned.
3. Please ensure that the Graduate Commons is left in the same physical state that it was in upon arrival.
4. Please ensure that all equipment and property of the Graduate Commons is handled with care.
5. The GSA staff members are happy to support and assist you with your needs. Please feel free to ask questions and seek guidance from our staff; however, the GSA staff are not event staff and should not be included in cleanup or setup of your event.
6. Please be sure to book your event times to include set-up and clean-up. This will ensure additional time is not added to your booking invoice, if applicable, as well as staff scheduling. We recommend at least thirty (30) minutes for set-up and thirty (30) minutes for cleanup.
7. Invoices will be issued after your event and sent via email. All regulations must be adhered to in order to avoid additional charges.

**Damage Deposit Paid:**  YES

**Cheque #:** \_\_\_\_\_

**Cash:** \_\_\_\_\_

**Cleaning Checklist provided to Event Coordinator:**  YES

**Appropriate Liquor Permit provided to Graduate Commons Staff:**  YES

**Event Contact name (please print):** \_\_\_\_\_

**Event Contact Signature:** \_\_\_\_\_

**Signature of Graduate Commons Staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_