



## 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 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 GSA Commons is handled with care.
5. The GSA Staff 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 clean-up or set-up 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 GSA Staff:**  YES

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

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

**Signature of GSA Staff:** \_\_\_\_\_

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