

**BRAMPTON Real Estate Board  
Rental Contract**

60 Gillingham Dr., Suite 401  
Brampton, Ontario, L6X 0Z9



Tel: (905) 791-9913 Fax: (905) 791-9430

Please select one of the following:

**CLASSROOM RENTAL**

**A. Rental Contract for BREB Classroom**

Name of Renting Party/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Business Tel: \_\_\_\_\_ Home Tel: \_\_\_\_\_

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

Name/Purpose of Event: \_\_\_\_\_

Date(s) of Event(s): \_\_\_\_\_

Time 8:30a.m./4:30p.m.: \_\_\_\_\_ to \_\_\_\_\_ (please indicate time)

Anticipated Attendance: \_\_\_\_\_

Maximum Classroom Capacity: **45** people

**B. ROOM RENTAL FEE: BREB MEMBER/SPONSOR  NON-MEMBER**

Please select from the following:

LENGTH OF TIME	MEMBER & SPONSOR RATE	NON-MEMBER RATE
Full day – Monday – Friday	<input type="checkbox"/> \$350.00 + HST	<input type="checkbox"/> \$450.00 + HST
<b>Saturday</b> (more than 4 hours to a maximum of 8 hours)	<input type="checkbox"/> \$600.00 + HST	<input type="checkbox"/> \$750.00 + HST
Half Day – Monday – Friday	<input type="checkbox"/> \$175.00 + HST	<input type="checkbox"/> \$300.00 + HST
<b>Saturday</b> (up to 4 hours)	<input type="checkbox"/> \$300.00 + HST	<input type="checkbox"/> \$500.00 + HST

**C. EQUIPMENTAL RENTAL/OTHER FEE**

**Laptop** \$35.00

**Coffee/Tea:** \$1.25/person

**Microphone** \$50.00

Note: Full payment payable to the Brampton Real Estate Board is required, along with a credit card number for a Damage Deposit, if applicable. One (1) signed copy of this contract – to be mailed to **BREB** 60 Gillingham Dr., Suite 401, Brampton, ON, L6X 0Z9 OR faxed to (905) 791-9430 OR e-mailed to [education@breb.org](mailto:education@breb.org). Alternatively, the completed form may be dropped off in person during the business hours of 8:30 a.m. – 4:30 p.m.

SIGNATURE:

DATE:

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**C. CONTRACT REGULATIONS:**

1. The facility is to be used only on the date or dates and hours and for the purposes as stated on the Rental Contract (**Hours as specified include set-up and clean-up to the time the building is locked**). Access at any other time must be prearranged. If we can accommodate your request, a staffing fee will be charged.
2. Should the contract be **cancelled** by the party renting the premises, a cancellation fee of \$50.00 shall be charged. Cancellations, if any, must be done in writing at least 3 business days prior to the rental date. If for any reason BREB needs to cancel a rental, all possible help to supply the premises for another date will be made and if not possible all monies will be refunded.
3. It will be the responsibility of the renter to ensure proper use of all equipment. The Renter will be responsible for any damages to the equipment used, except for normal wear & tear.
4. \*The Contract is non-transferable.
5. \*The Renter is responsible for any infractions of rules and regulations.
6. \*The Renter is responsible for any damage done to the building or contents during rental of the facility and agrees to pay for any such damages as billed by BREB in excess of the damage deposit.
7. \*Aisles and exits must be kept free from obstruction.
8. \*The Renter is responsible for the behavior of those associated with the event.
9. \*It is mutually agreed that in the event it shall at any time become impossible, through weather conditions, breakdowns of equipment or any other cause, to carry out a scheduled event(s) in the facility; BREB will notify the authorized representative signing the agreement, or their appointee. The applicant will, upon receipt of such notification, inform all concerned with the event(s).
10. \*The entire facility is **NON SMOKING**, and we request, and will enforce, strict observance of this regulation. Smoking will be allowed outside the facility in designated areas, where participants will find containers for cigarette butts.
11. \*Displays, floral arrangements, decorations, any & all equipment, and so on, must be of a free-standing type that will not damage or deface the premises (no nails, tape, glue or other type of adhesive may be used).

12. \*No open flames (e.g. candles, oil lamps) are allowed.

#### **D. Alcohol**

\*These premises are an **ALCOHOL FREE ZONE** and does not allow for alcohol consumption.

#### **E. Caterer**

\*It is the responsibility of the Renter and Caterer to ensure the premises is left clean at the end of their event. All leftover food and beverages must be removed from the facility at the end of the event.

#### **F. Clean-Up**

\* At the end of the event the Renter shall remove leftover food, beverages, dishes, or any other equipment brought in for temporary use. Before leaving, the renter is responsible for ensuring that:

1. The keys to the classroom as well as the projector remote and TV remote are left in the plastic holder located on the wall;
2. Classroom doors are closed and the lights as well as the projector are turned off. Doors automatically lock once closed.

#### **G. Advertising and Promotional Materials**

\*No advertising in connection with the use of the premises under the Contract to be displayed on or affixed to any part of BREB property without previous approval.

#### **H. Validation of Time Used:**

Time of actual time of use by the renter will be validated through the alarm system. If you stay over the allowed time of the contract you will be billed for the overage at our hourly rate of \$37.50 + HST, minimum overstay will be charged out at one hour.

**I. Full payment** – Deposit rental fee and damage deposit - is required to confirm booking and is due at time of booking. The damage deposit will be refunded after the function providing no damage has been incurred. Payments are non-refundable except for the damage deposit.

#### **J. Facility Protection Agreement**

\*The Renter acknowledges receipt of their copy of the BREB FACILITY PROTECTION AGREEMENT and agrees to adhere to the terms and conditions set out.

BREB shall not be liable for any damage to or loss of any property or equipment brought into the facility in conjunction with the function by the Renter or the Group named herein or their members, officers, employees, agents, contractors, or any person who attends the function.

As part of the consideration for the renting of the to me/us, I on behalf of the renting organization, its members and myself agree to release and discharge, and to indemnify and save harmless BREB from and against all claims and proceedings, by whomsoever made or brought, in respect of any cost, losses, damage, or injury arising by reason of my/our use of the rented facilities. Without limiting the generality of the foregoing, the Renter hereby agrees to indemnify and save harmless BREB against all claims arising out of the infringement of royalty rights, copyright, slander or libel, which may occur as a result of a public rental, performance or speeches.

On behalf of the applicant, the undersigned authorized representative agrees to accept responsibility for the observance of all Contract Regulations where applicable; the prompt payment of fees applicable and the payment for damage occurring during the use of BREB's property.

**Dated & Signed by Authorized Representative:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Applicant must be 19 years of age or older

**Dated & Signed by BREB's Representative:**

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

<b><u>OFFICE USE ONLY</u></b>			
Payment Received \$ _____	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	Master Card <input type="checkbox"/>
CREDIT CARD NUMBER _____	Exp Date ____/____		
DAMAGE RETAINER REBATE: \$ _____			
LESS: Expenses/costs incurred: \$ _____			
REBATE BALANCE \$ _____	Cheque # _____	Date _____	