

CONFERENCE FACILITY RENTAL AGREEMENT

BETWEEN: WEST PENDER PROPERTY GROUP

and: Tenant: _____
Address: _____

Contact Name and Phone:

(Hereinafter called the Renter)

WHEREAS the Renter wishes to rent the Conference Facility at 230 – 830 W. Pender St., Vancouver, BC

AND WHEREAS West Pender Property Group. agrees to rent the Conference Facility upon the terms and conditions contained herein:

1. USE: It is acknowledged in this Rental Agreement that the use of the Conference Facility includes only the boardroom and all equipment and furniture contained therein, the kitchen facilities (including dishes, utensils, and appliances) and washrooms.

The Renter intends to use the Conference Facility for purpose of:

2. TERM: The term of this Rental Agreement shall be:

Date: _____

Start time: _____

Anticipated end time: _____

Actual end time: _____

(End time is when key is returned to the WPPG office)

3. RENT: All charges will be invoiced to the Renter's account. The fee schedule is as follows:

\$30.00 per hour (or portion thereof) + GST.

Long distance phone and data charges will be billed as extras.

Coffee and tea supplies and bottled water are provided at no additional charge.

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4. RULES:

The Renter agrees to abide by the rules as set out in Schedule A attached.

5. CANCELLATION POLICY:

Notice of cancellation must be given 24 hours prior to the beginning of the rental term. Failure to provide this notification will result in a charge of \$75 + GST

6. MAINTENANCE AND REPAIRS:

The Renter shall leave the facility in the same condition in which it was provided. The Renter shall be responsible for all damage to the Conference Facility and its equipment and furnishings arising during the Renter's use of the facility and West Pender Property Management Ltd. shall be entitled to charge the Renter the cost of cleaning or repairing any damage to the space.

The Renter's signature below indicates acceptance of the terms and conditions of this agreement, and that they have read and agreed to the procedures outlined in Schedule A.

RENTER

WEST PENDER PROPERTY GROUP

DATE

8/2007

Schedule A

RULES

- 1. Place all garbage and recycling in the appropriate containers provided and return dishes to the kitchen. Dishes and utensils are to be cleaned using the facilities provided in the kitchen and returned to the drawers and cupboards.**
- 2. Wipe down tables and chairs as necessary.**
- 3. Nails, pins or tape cannot be used on the walls or doors.**
- 4. Smoking is not permitted anywhere in the building or at the front entrance of the building.**
- 5. The Conference Facility is only to be used for the conduct of normal business, business meetings, staff training etc.**
- 6. Renter may be asked to vacate the Facility if used past the reserved time.**
- 7. Loud and obnoxious behavior or disorderly conduct is not permitted.**
- 8. When finished, turn off all lights and lock the doors.**
- 9. Return key to reception desk at the WPPG office.**

If using after-hours:

- 10. If using after-hours, ensure the alarm is activated (follow posted instructions) and lock all doors to boardroom and kitchen.**
- 11. Key must be returned to the WPPG office at 8:30 a.m. the next business day.**
- 12. After-hours meetings may require the services of a security guard, as determined by WPPG, and all costs for this service will be billed to the Renter's account.**

For after-hours emergencies contact Intercon Security at 604-683-4111, or call the West Pender Property Group office number at 604-683-2141 and our answering service will contact our staff.