



**Meeting Room Rental Agreement**

The undersigned assumes responsibility of abiding by all regulations for the use of facilities and equipment being hired and agrees to adhere to this agreement and to any other requirements made by The Edge Café at the signing of this contract.

The room rented (including furnishings and equipment) becomes the responsibility of the undersigned, or his/her proxy, for the duration of the time during which the facility is occupied by the party for which the room is rented. Thereby the undersigned agrees to pay for any damages that may result during the occupation of the room being rented and for any damages that may be incurred as a result of the room and building not being properly secured when vacating the premises.

Guidelines for Meeting Room Rental:

- Renters must turn off lights and lock doors upon leaving the facility. The key must be returned to the key box and the alarm set correctly. Renters are responsible for any costs for replacement of lost keys, or for costs incurred as a result of the site not being secured properly upon exit.
- Renters agree not to pass information regarding the key safe or alarm codes to any third parties.
- Alcohol, tobacco and all other illicit substances are not permitted on site.
- Noise should be kept to a minimum. Loud music and bands are prohibited.
- Use of own food or drink must be approved at time of reservation.
- Renters are expected to behave in line with the ethos of The Edge Café and will be held to the Code of Conduct whilst on the premises.
- The meeting room must be vacated on time and left in the condition in which it was found. Failure to do so will result in a cleaning fee and restrictions on future use of the space.
- Renters will not have use of the full kitchen equipment (including electrical equipment) unless otherwise specified.
- Unless renters notify The Edge Café of cancelation 24 hours prior to the booking, they will be obliged to pay the full cost of renting the room.

The undersigned accepts that The Edge Café does not assume liability for the loss, theft, damage or injury (or death) to persons or their personal property whilst using The Edge Café meeting room. Guests agree to indemnify and hold the owners harmless for any liabilities, theft, damage, cost or expense whatsoever arising from or related to any claim or litigation which may arise out of or in connection with Guests' use of the meeting facilities, including but not limited to claims for personal injury or property damage/loss.

Name/Organisation:

Signed:

Date: