



Renting Meeting/Teaching/Rehearsal/Consultation Rooms Special Rates From April 2015

A typical example would be:

Meeting Room A6 is 285 square feet.

It will accommodate up to of 12 people at tables with chairs .

A full days' rental of this room (8 consecutive hours) is \$80

A half day session (4 consecutive hours in a morning, or an afternoon) costs \$48

A split day for example 10am-2pm would be charged a full days rent

An evening of up to 4 consecutive hours is \$60 and must end no later than 10pm unless by special agreement with the Compass Center management.

(Please see the table of room rentals at the end of this document for all daily and session rates.)

Terms and Conditions

1. Set Up/ Clean Up

The Renter must leave the facility in a clean and tidy condition on exiting and ensure that all refuse is placed in the receptacles and garbage bags provided by Compass ready for removal. Compass takes responsibility for commercial cleaning of the rented space, tables and chairs, bathroom facilities and disposal of refuse at the close of the event.

2. Decorating /Signage

Event signage, indoor or outdoor can only be posted with prior approval of Compass. Decoration of the space prior to the event will be discussed and arrangements scheduled in advance. All will be removed by the Renter as part of the event cleanup. No substance that causes permanent markings or damage on the walls, windows, floor or ceiling, such as nails, tacks, glue, staples or tape shall be used.

3. Equipment

The Renter is responsible for any technical equipment, power cables, sound equipment used for the event and for any loss or damage to their equipment during that period. It is the responsibility of the Renter to demonstrate to the Compass Events Manager that the equipment is in good working order before use in the Function Hall and will not in any way damage the property of the Compass Center. All insurance cover on equipment is the responsibility of the Renter.

4. Deposit/Full Payment

On agreeing to rent any room, a 50% deposit is required at the time of signing the Room Rental Agreement. Credit card payments are accepted. Checks should be made payable to Diversions LLC.

An Invoice will be sent at least 15 working days prior to the actual event for the remaining payment. The remaining payment must be made at least 5 days prior to the event. Check, cash or credit card are acceptable methods of payment. A late fee of 1.5% per month will be added to all past due accounts.

5. Cancellation Policy

The agreement may be cancelled 10 weeks prior to the event and the Renter will receive full refund of the deposit.

A 50% refund of the deposit will be given if the event is cancelled not less than 6 weeks in advance of the event. A 25% refund will be given of the deposit if cancelled not less than three weeks in advance. If the event is cancelled less than 3 weeks in advance the Renter will forfeit their full deposit.

Compass Music and Arts center will not be held responsible for events beyond their control which may affect a booked event (accidents, weather, power outages, cancellation of flights and other forms of transport etc.) or for lost, damaged or stolen goods. If Compass is unable to

perform its obligations, then such non-performance is excused with no other liability upon return of deposit.

6. Deliveries/Vendors

Arrangements made by the Renter with outside vendors such as DJs, caterers, delivery of equipment etc must be approved by Compass in advance.

The Renter must be on hand to meet with any vendors, caterers, set-up people that they have contracted with and inform Compass of these arrangements. Compass and its staff are not responsible for payment, acceptance and or signatures for deliveries or vendor services. Deliveries etc must be coordinated to arrive on the day of the event. If items are to be held over for an event, Compass reserves the right to make an additional charge for storage of such items.

The Renter is also liable for any damage, interference or excessive wear and tear resulting from its use of Compass facilities or from equipment, material or other objects brought in through the Renter including that which is supplied by deliveries or vendors.

7. Conduct/personal property

The Renter is responsible for the conduct of all guests and all individuals associated with or representing the Renter and for any damages incurred upon Compass. Compass is not liable for loss, theft, or damage of property belonging to the event's participants.

8 Smoking

Smoking is not allowed on premises, inside the Compass building or on the Compass property.

9. Handicap Accessibility/Parking

Sixty three spaces for cars are available at the front of the building with four handicap spaces. Additional parking is available in the rear of the building but there is currently no handicap accessibility to the first floor

10. Catering

All catering arrangements must be preapproved by Compass.

Please ask us about catering for your events.

Events can be self catered by arrangement with Compass

When an event is self-catered all food and beverages and their safe preparation, storage, transport and handling are the responsibility of the Renter. A Renter may also use a caterer of their choice. When an external caterer is used all catering needs must be coordinated and paid

for by the Renter directly with their chosen caterer. The requirements for deliveries and Vendors apply in a self-catered or external catering arrangement. (refer to Section 6).

Table of room rentals		Daily rate 8 consecutive hours Rental per day	4 consecutive hours (am/pm) Rental per 4hrs	No later than 10pm finish 6pm-10pm Evening rental
Room	Sq.ft.			
A2	149	36	20	27
A3	149	36	20	27
A4	149	36	20	27
A5	254	64	35	48
A6	285	80	44	60
A7	254	64	35	48
A8				
A9	144	36	20	27
A10	285	80	44	60
A11				
A12	261	80	44	60
A13	285	80	44	60
A14	149	36	20	27
A15	149	36	20	27
East Wing				
B17	253	64	44	48
B18	297	80	44	60
B19	316	80	44	60
C13	253	64	35	48
C14	297	80	44	60
C15	316	80	44	60

****Please note a split session for example 10am-2pm is charged at the daily rate*****