



## Yellow Door Space Rental Agreement

Organization or Individual's Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

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

Phone Number: (    ) \_\_\_\_\_

Date(s) Required: \_\_\_\_\_ to / and \_\_\_\_\_

Time Required: \_\_\_\_\_ to \_\_\_\_\_

(Booked time will include your personal set-up and take-down)

Estimated Attendance: \_\_\_\_\_

### Room Requested:

Meeting/Community Room (17\$/hr for regular events; 50\$ private one time, 3hr event. 17\$ for each extra hour)

Coffeehouse/Basement (17\$/hr for regular events; 50\$ private one time, 3hr event. 17\$ for each extra hour)

### Set up style:

Classroom

Conference

Other: \_\_\_\_\_

Additional notes regarding set-up:

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### Rental equipment and fees

- Laptop and Projector: 15\$
- Microphones & Soundsystem: 20\$

### Complimentary Amenities in Each Room:

- Bathroom
- Kitchenette (in Coffeehouse)
- Projector Screen
- Wi-Fi

<b>RENTAL</b>	<b>FEEES</b>
Room Fee:	
X ____ (amount of hours) = Total Room Fee:	
Equipment Fee:	
Equipment Fee:	
Additional Fee(s):	
Grand Total:	

Do you require an invoice?

This form must be filled out and handed in at 3625 Aylmer or scanned and emailed to [yellowdooradmin@gmail.com](mailto:yellowdooradmin@gmail.com)

## **Regulations**

- Tenants will only have access to the space that they have rented.
- All tenants are responsible for damages incurred during their activities, whether to infrastructure, technology or furniture.
- All tenants are responsible for leaving the spaces clean, with the doors and windows locked, and chairs stacked.
- All tenants are responsible for the safety of their own members and participants.
- All tenants are responsible, when necessary, for taking out their garbage and placing them in the bins outside the front door.
- Changes to reservations must be made with the Administrative Assistant at least one week in advance, and payment of the reservation is due previous to the reservation transpiring.
- If the reservation takes place after working hours, the front door code will be given prior to the reservation.
- The city of Montreal's Fire Department has stated that the Coffeehouse capacity cannot exceed 50 persons, and it is the responsibility of the tenants to control the admission to the space.
- The Yellow Door is a non-alcoholic establishment, with a policy of zero tolerance. The same goes for any presence or consumption of illegal drugs on the premises.
- As per the city by-laws, smoking will not be tolerated within 9 meters of any door.

- Out of consideration for our neighbors and the City of Montreal by-laws, any music or loud noise must end by 10:00pm during the week and midnight on weekends (including Friday).
- The contact person on the agreement form is expected to assure that all regulations are followed, and be the last person to exit the space.
- Conduct deemed disorderly at the sole discretion of The Yellow Door shall be grounds for immediate expulsion and the voiding of any reoccurring rental agreement.

Date:

Signature:

Name:

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