



YD The Yellow Door
La Porte Jaune

SPACE RENTAL AGREEMENT

Contact Person(s): _____

Organization: _____

Cell Phone: (_____) _____ Email: _____

Event Name: _____ Description: _____

Event Occurrence:

One-time Date Requested: _____ Time: _____ to _____

Monthly Start Date: _____ End Date: _____
Occurring Every: _____ Time: _____ to _____

Weekly Start Date: _____ End Date: _____
Occurring Every: _____ Time: _____ to _____

** Booked time will include your personal set-up, take-down and cleanup.*

Estimated Attendance: _____

Room Request & Rates:

Community Room: 20 persons max capacity
Rate: 17\$/hour for ongoing events; 50\$ one-time event, 3hr event; 17\$/hr each extra hour

Coffeehouse: 50 persons max capacity; includes kitchenette
Rate: 17\$/hr for ongoing events; 50\$ one-time event, 3hr event; 17\$/hr each extra hour

Kitchen: 8 persons max capacity; includes use of all kitchen equipment
Rate: 75\$ for the first 4 hours; \$20/hr for each additional hour

Rental Equipment and Fees:

- Laptop and Projector 15\$
- Microphones & Sound System 20\$

Complimentary Amenities:

- Bathroom
- Wi-Fi
- Projector Screen

RENTAL (to be completed by YD)	FEES
Space Rental Fee:	
Cleaning Deposit Fee:	\$20
Equipment Rental Fee(s):	
Additional Fee(s):	
Grand Total:	<input type="checkbox"/> Do you require an invoice?

**Payment is due at time of booking in order to finalize the reservation.*

REGULATIONS

By signing this contract, you agree to:

- Event organizer(s), and participants, will only have access to the space that they have rented.
- Responsibility for any damages incurred during the event and activities, whether to infrastructure, technology or furniture.
- Responsibility for leaving the space clean (as you found it), locking interior doors and windows, stacking chairs, and emptying your garbage (bins are located outside of front door).
- Be the last person to exit the space and lock the front door
- Responsibility for the safety of their members and participants.
- Notifying the YD Administrative Coordinator of any changes to your reservation at least three days prior to the event; in the event of a cancelation, 72-hour notice must be given for full refund.
- Abiding by the buildings fire code as determined by the city of Montreal's Fire Department: maximum capacity of 50 persons in the Coffeehouse and 20 persons max capacity in the Community Room; it is the responsibility of the event organizer(s) to control the admission to the space.
- Abiding by the YD zero tolerance policy of alcohol or illegal drugs on the premises; it is the responsibility of the event organizer(s) to ensure that there is no alcohol consumption or drug use during the event.
- Abiding by the city of Montreal by-laws which prevent smoking within 9 meters of any door; YD is smoke-free facility.
- Ending any loud music or noise by 10:00 PM during the week and midnight on weekends (including Friday), out of consideration for our neighbors and as per the City of Montreal by-laws.

Any conduct deemed disorderly by The Yellow Door may be grounds for immediate expulsion and the voiding of any reoccurring rental agreement.

The signatory on this contract is expected to assure that all regulations are followed.

Date: _____

Print Name: _____

Signature: _____

Approved: _____
Kaitlin Fahey, YD Executive Director