

**GSAÉD Event Space Application**

**Contact information – please print clearly**

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

Phone: (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_ Alternative (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

uOttawa Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if applicable)

**Request**

Name of organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of booking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mark all that apply:

* I require that this be a closed event.
* I require the use of the Internet
* I am a GSAÉD business or service
* I am a SFUO business or service
* I require the use of the A/V System
* I require refreshments from the Café Nostalgica

Other specifications/notes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



GSAÉD Event Space Application

*For office use*

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| The GSAÉD agrees to have an executive member present at this time to meet with the event host.  If no executive member can present themselves at this time, the GSAÉD agrees to communicate with the event host to schedule another meeting. |
| Date time of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Reason for meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Executive member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Deposit Intake** |
| Date deposit received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Cash Association / SFUO Cheque |

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| **Deposit Return** |
| Yes No |
| Date deposit returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Given by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature (event host): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If deposit is not returned, why? : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Terms and conditions

1. I shall provide a 60.00$ CASH ONLY deposit that will be returned if all conditions listed below are met.
2. The tables, chair and sofas will be returned to the arrangement according to the floor plan provided.
3. The space will be cleaned at the end of the rental period. All garbage and/or food will be disposed of daily.
4. I may decorate for my event so long as I do not cause damage to the space. Masking tape is the only tape that can be used and nothing may be nailed, pinned, tacked or stapled to the walls, ceiling or furniture.
5. Any damages incurred during my rental time are my responsibility. I WILL PAY FOR ANY DAMAGES DONE TO THE SPACE RENTED. This includes but is not limited to blown speakers, broken or stained couches, broken television, etc.
6. I will pay an additional 75.00$ fee if the keys for the audio visual equipment are not returned at the end of my event.
7. Events held between the hours of 8am and 6pm from Monday to Friday must not interfere with the business of Café Nostalgica.
8. If I cancel my event, I will call to advise a member of the GSAÉD executive or staff at least 48 hours before the set date and time for the event. A NO-SHOW WILL RESULT IN THE LOSS OF DEPOSIT.
9. If a time and date is set prior to the event with a member of the GSAÉD executive - to receive the audio/visual equipment keys, to have access to the Wii system or to have the projector set-up - I agree to be punctual and to communicate with GSAÉD if I cannot present myself at least 24 hours prior to the set meeting.
10. If I have rented the projector and/or Wii system, I will not leave the equipment unattended until it can be stored away by an executive member of the GSAÉD.
11. I understand that it is my responsibility to pick up my deposit. Deposits must be collected within 10 business days. FAILURE TO DO SO WILL RESULT IN THE LOSS OF MY DEPOSIT.

IF ANY OF THESE TERMS ARE BROKEN, I MAY LOSE MY RIGHT AND MY ORGANISATIONS RIGHT TO RENT WITHIN THE GRADUATE STUDENT BUILDING FOR THE REMAINDER OF THE ACADEMIC YEAR. I MAY ALSO LOSE MY 60.00$ DEPOSIT.

On the following page, please initial each line of the agreement.



\_\_\_\_\_\_I UNDERSTAND THAT THE CAFÉ NOSTALGICA, THE GSAÉD, AND THE UNIVERSITY OF OTTAWA ARE NOT RESPONSIBLE FOR ANY DAMAGES, LOST, OR STOLEN BELONGINGS. I UNDERSTAND THAT IT IS MY REPONSIBILITY TO PROTECT THESE ITEMS.

\_\_\_\_\_\_I UNDERSTAND THAT THE CAFÉ NOSTALGICA, THE GSAÉD, AND THE UNIVERSITY OF OTTAWA WILL NOT BE HELD RESPONSIBLE OR LIABLE FOR ANY INJURIES OCURRED FOR THE DURATION OF THE RENTAL PERIOD.

\_\_\_\_\_\_I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO ADOPT AND ENFORCE SAFETY MEASURES TO ENSURE THE PERSONAL SAFETY OF ALL INDIVIDUALS PRESENT AT MY EVENT FOR THE DURATION OF THE RENTAL PERIOD. THIS INCLUDES, BUT IS NOT LIMITED TO, THE ENFORCEMENT OF THE FOLLOWING ITEMS:

\_\_\_\_\_\_THERE WILL BE NO SMOKING IN THE GRADUATE STUDENT HOUSE;

\_\_\_\_\_\_THERE WILL BE NO ALCOHOL CONSUMPTION IN THE GRADUATE STUDENT HOUSE WITHOUT A PROPER LICENCE;

\_\_\_\_\_\_THE LEGAL CAPACITY WILL BE RESPECTED;

\_\_\_\_\_\_ALL FIRE ESCAPES WILL REMAIN CLEAR AT ALL TIMES.

\_\_\_\_\_\_THOSE WHO HOLD OFFICES WITHIN THE GRADUATE STUDENT HOUSE WILL BE GRANTED ACCESS TO ENTER THE SPACE AT ALL TIMES TO ACCESS THEIR OFFICE.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of event host Signature of event host Date

**In case of emergency, please call; 613-562-5800**

Ext. **2222**- Maintenance

Ext. **5499**- Protection

Ext. **5411**- Emergency