

**RESERVATION AGREEMENT
SUMMIT PACIFIC COLLEGE**

This Agreement Is Between
35235 Straiton Road, PO Box 1700, Abbotsford, BC V2S 7E7
AND

Name of Group (hereafter known as the "GUEST")

Contact Person: _____ Tel #: _____ Email: _____

Guest Tel #: _____ Fax #: _____ Email: _____

Address: _____

THE GUEST AND SUMMIT PARK AGREE AS FOLLOWS:

1. The Guest will hold a conference or other activity in Summit Park from _____ to _____, 20_____.
Guaranteed Minimum Attendance _____ Maximum Attendance _____
(_____ Adults; _____ Children 3 to 10; _____ Children under 3).
The difference between the minimum and maximum attendance may only be 20%. The Guest agrees to pay for the guaranteed minimum attendance even if that number is not met.
2. The Guest agrees to pay a non-refundable reservation deposit attached to the signed agreement of \$1000 for groups under 100 people or \$1,500 for groups over 100 people. A reservation for the named facilities will be confirmed upon Summit Park's receipt of
 - a. the appropriate security deposit and
 - b. the signed agreement.
3. The Guest agrees that the reservation deposit will change to a damage deposit upon the arrival of the Guest. The Guest will be refunded the damage deposit within one week of departure, unless the Guest chooses to use the deposit to reserve another stay. Any damage to the premises or equipment will be deducted from the deposit.
4. The Guest agrees to notify Summit Park as to the tentative number of beds, facilities, and set up requirements fifteen (15) business days prior to arrival.
5. The Guest further agrees that Seven (7) business days prior to arrival, final meal numbers (including day guests) and meal plans will be provided to Summit Park. This final number will be the minimum charged and a decrease in number of guests will not be considered in reducing the total balance owing. However, this number may be increased by ten (10) percent on the day of arrival and invoiced accordingly.

6. The Guest shall be billed for all facilities and services approximately five (5) business days prior to arrival based on final meal numbers. Payment is due upon arrival to Summit Park.
If payment is not received immediately at that time, a two (2) percent fee will be added to the amount due (and at the end of every month).
7. The Guest agrees that all food services and snack breaks must be arranged in advance and will be provided by Summit Park, unless prior consent is given.
8. The Guest agrees that unless prior suitable arrangements have been made through Summit Park, registration of groups (conducted by group leaders) will be no earlier than 3:00pm on the arrival date and check-out time from the dorm rooms will be no later than 10:00am on the day of departure, and the group must vacate the property no later than 2:00pm.
9. The Guest agrees to pay the rates in effect for the year of the rental and understands that the rates are non-negotiable.
10. The Guest agrees to comply with the attached rules and guidelines of Summit Park, and all other rules posted in the facilities and/or on the grounds.
11. The rental of the building or a portion thereof by Summit Park does not imply endorsement of the organization or people, nor affirmation of the beliefs of such organizations or persons.
12. The College name may only be used for reference for the event location unless written approval has been granted by Summit Park. Copies of all agendas and brochures must be provided to Summit Park before being released to the public.
13. The Guest does hereby indemnify, agree to defend, and hold the College harmless from any and all loss, damage, or injury to any person or persons whosoever, or property, arising from any cause or reason whatsoever in or about the College campus of the described facilities; and the Guest further agrees to waive all the claims against the College on account of any loss, damage, or injury from whatever cause which may occur to it on its property in the use and occupancy of the College premises; and the Guest agrees to promptly and upon demand, reimburse Summit Park for any damage done to the College premises or equipment, and for equipment lost or stolen by the Guest or anyone attending its activities.
14. The Guest must provide evidence of commercial general liability insurance with respect to their specific use of the College property, in compliance with the attached conditions.
15. The Guest is aware that in the case of booking a long weekend (weekend attached to a statutory holiday) the minimum requirement of the group is 120 people staying a minimum of 3 nights. The Guest agrees that if these minimum requirements are not met they will be billed per these minimum requirements.

16. The Guest agrees that the facilities may be shared with one or more groups unless a minimum of 120 people is guaranteed when booking. In case of more than one group on site at a time, the group booking first will have priority in all arrangements provided that all deadlines are met.

17. This agreement constitutes the entire understanding and agreement of the Guest and Summit Park with respect to the conference, seminar, or retreat and there are no other agreements except as set forth herein or attached hereto. This agreement is not valid unless countersigned by an officer of Summit Park.

I agree that as the "person responsible" for the _____ group, I will take responsibility for the group's activities and any funds owing.

GUEST

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

SUMMIT PACIFIC COLLEGE

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

INSURANCE SPECIFICATIONS

The User Group must provide evidence of commercial general liability insurance with respect to their specific use of the college property, in compliance with the following conditions:

Forms of Coverage: Commercial General Liability (Occurrence Form)
Personal injury, bodily injury, and property damage coverage included.

Limit of Coverage: Minimum of \$2,000,000 in respect of any one occurrence and including cross-liability and severability of interest provisions.

Certificate Holder: Must be Summit Pacific College

Additional Insured: Must be named Summit Pacific College
35235 Straiton Road, Abbotsford, BC

Cancellation Clause: Must have 30 day cancellation notice

Subrogation Waiver: The policy must contain waiver of any subrogation rights, which the User Groups insurer may have against the college, its directors, officers, trustees, employers, members and volunteers.

Insurance Certificate: The User Group must provide the certificate of insurance to the college prior to making use of the college property.

Regular users shall provide replacement certificates of insurance from time to time prior to expiry of any policies of insurance.

Failure to provide insurance will result in cancellation of use of facility without any notice.