



**APPLICATION TO RENT – KOMATIK CONFERENCE ROOM**

<b>COMPANY NAME:</b>	
<b>CONTACT NAME:</b>	<b>EMAIL ADDRESS:</b>
<b>PHONE NUMBER:</b>	<b>CELL PHONE:</b>
<b>TABLE SET-UP STYLE:</b>	<b>DATE(S) REQUIRED AND ESTIMATED ATTENDANCE:</b>
<input type="checkbox"/> BOARDROOM TABLE <input type="checkbox"/> TRAINING	
<b>INCLUDED AMENITIES:</b>	<b>PRICING:</b>
20-CHAIR BOARDROOM TABLE 16-PERSON CAPACITY IN TRAINING SETUP KITCHEN FACILITIES INCLUDING DISHES, FRIDGE AND DISHWASHER COMPUTER AND PROJECTOR WHITEBOARD WALL WIRELESS INTERNET	<input type="checkbox"/> HALF DAY (\$85.00 PLUS HST) <input type="checkbox"/> FULL DAY (\$165.00 PLUS HST) *SPECIAL RATES AVAILABLE FOR KOMATIK REAL ESTATE COMMERCIAL TENANTS, NCC, AND NUNATUKAVUT REGISTERED ABORIGINAL BUSINESSES. *RATES INCLUDE BEVERAGES (TEA, COFFEE AND WATER). REFRESHMENTS CAN BE PROVIDED FOR A FEE. PLEASE CONTACT US.

**RENTAL CONDITIONS**

PLEASE BE AWARE THAT YOU ARE RESPONSIBLE FOR EVERYONE PARTICIPATING IN THE MEETING/TRAINING. NOISE LEVELS SHOULD BE KEPT TO A MINIMUM SO KOMATIK REAL ESTATE TENANTS ARE NOT DISTURBED.

IN ACCORDANCE WITH GENERAL HEALTH AND SAFETY POLICIES, A FIRE ESCAPE ROUTE IS POSTED IN THE KOMATIK CONFERENCE ROOM ON THE WALL NEXT TO THE ENTRANCE. PLEASE REVIEW THIS SIGNAGE FOR YOUR SAFETY. EMERGENCY LIGHTS AND EXIT SIGN ARE LOCATED ABOVE THE DOOR.

THE KOMATIK REAL ESTATE BUILDING IS A SMOKE FREE ENVIRONMENT. SMOKING IS PROHIBITED IN THE KOMATIK CONFERENCE ROOM. THE DESIGNATED SMOKING AREA IS LOCATED OUTSIDE TO THE RIGHT OF THE FRONT DOORS. PLEASE DISPOSE CIGARETTES IN THE ASHTRAY ON THE SIDE OF THE BUILDING.

MALE AND FEMALE WASHROOMS ARE LOCATED DOWN THE HALL FROM THE KOMATIK CONFERENCE ROOM ON THE FIRST FLOOR OF THE KOMATIK REAL ESTATE BUILDING.

NO ITEMS ARE PERMITTED TO BE AFFIXED TO THE WALLS, INCLUDING USING SUCH ITEMS AS TAPE OR THUMB TACKS.

THE COMPUTER PROVIDED IS FOR PRESENTATIONS ONLY. PLEASE DO NOT DOWNLOAD PROGRAMS OR PERSONAL FILES.

BEFORE DEPARTING THE KOMATIK CONFERENCE ROOM, PLEASE ENSURE THAT ALL TABLES AND CHAIRS ARE LEFT IN GOOD ORDER AND THAT ALL DIRTY DISHES ARE PLACED IN THE DISHWASHER.

IT IS YOUR RESPONSIBILITY TO ENSURE THESE RULES ARE FOLLOWED.

BY SIGNING THIS DOCUMENT, I AGREE TO COMPLY WITH THE ABOVE RENTAL CONDITIONS. I UNDERSTAND THAT FAILURE TO DO SO MAY COMPROMISE FUTURE USE OF THE KOMATIK CONFERENCE ROOM.

CLIENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

KRE REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FORMS MAY BE FAXED TO 709-896-5739, DROPPED OFF AT 169 HAMILTON RIVER ROAD, SUITE 100 OR EMAILED TO [INFO@KOMATIKREALESTATE.COM](mailto:INFO@KOMATIKREALESTATE.COM).**

**FOR OFFICE USE ONLY**

**FEES:**

ROOM RENTAL FEE	
HST	
<b>TOTAL</b>	
INVOICE NUMBER	

**PAYMENT:**

	CASH	
	CHEQUE	CHEQUE #:
	ACCOUNT	PO #:
	OTHER	NOTES:

MANAGER OF FINANCE: \_\_\_\_\_

DATE: \_\_\_\_\_