



TABLE RENTAL

Application form

The following are the terms and conditions for renting table spaces at York Hall. This contract may be cancelled at any time at the sole discretion of Glendon Student Affairs. York University assumes no responsibility or liability for vendors and their agent(s) and their products and services.

CONTACT NAME: **INQUIRY DATE:**
ADDRESS: **EMAIL:**
..... **TEL:** **FAX:**

Details of Reservation and Payment/Invoice

Dates reserved: **HST number (if applicable):**

Number of day(s)	Terms and Prices	Sub-Total	H.S.T. (13%)	TOTAL
	\$50.00 per day for 1 table	-	-	\$ -
	\$90.00 per day for 2 tables	-	-	\$ -
	\$125.00 per day for 3 tables	-	-	\$ -
	\$25.00 per day per display item	-	-	\$ -
(or negotiated display items Rate for duration of rental agreement)			-	\$ -
Total to be paid				\$ -

Any additional displays including racks provided by the vendor are charged at the rate of \$25.00 per day per additional display. All additional displays must be approved in advance.

PAYMENT IN FULL MUST BE RECEIVED 10 DAYS BEFORE THE RESERVATION

If a payment is not received by the specified date, the reservation is considered forfeited. Payment may be made in the form of cash or **CERTIFIED** cheque. Payments should be delivered in person to the office of Patricia Cassan, Student Affairs at the following address: York Hall C133, 2275 Bayview Ave, Toronto, ON M4N 3M6 Certified cheques should be made payable to **YORK UNIVERSITY**. Regardless of circumstances leading to the cancellation of table rental contracts by a vendor, any and all rental monies received by Glendon Student Affairs will be forfeited by the Vendor. It is agreed that the forfeit of rental fees represents liquidation damages actually anticipated by Glendon Student Affairs and is not a penalty.

PRODUCTS PERMITTED

No products or services other than those listed below are to be displayed or sold at your table. If products or services other than those listed are displayed, your contract will be terminated, your payment will be forfeited and you will be asked to leave.

Products/Services Displayed:

TABLE LOCATION

Proposed Location:.....

The location of the display may be changed by the Manager of Glendon Student Affairs at their sole discretion without prior notice.

VENDOR'S PERMIT: By his/her signature below, the vendor(s) certifies that he/she is in possession of a valid business/sales permit issued by the appropriate authorities. The vendor's permit must be displayed in a prominent place at the table rental location

VENDOR'S INSURANCE: The vendor must carry his/her own insurance certificate at a valued deemed sufficient by the vendor. York University reserves the right to request specific insurance liabilities and certificates naming Glendon College, York University as Additional Insured. York University assumes no responsibility or liability for a loss, damage, theft, vandalism, or other harmful acts caused to the property of the vendor.

RETURNED CHEQUES: In exceptional circumstances, personal cheques may be accepted. Cheques returned because of insufficient funds will be charged an additional \$50.00 penalty.

STORAGE: Glendon Student Affairs does not provide storage facilities for table vendors.

CHAIRS: Glendon Student Affairs will provide two chairs per table.

DOLLIES: Glendon Student Affairs does not provide dollies to transport vendors' products.

PARKING: Daily parking is available in the upper level parking lot. Vendors assume responsibility to pay for own parking at the parking attendant booth.

VENDOR TAXES: Table vendors are responsible for the collection and submission of their own PST and GST.

HOURS OF OPERATION

Tables should remain open from 9:00 a.m. until 5:00 p.m. unless otherwise agreed to by Glendon Student Affairs.

CANCELLATION OF TABLE RENTAL CONTRACT by York University

Notwithstanding any of the fore going terms and conditions, York University reserves the right to terminate the contract at any time if it is determined to be in the best interest of the university. In this event, rental monies submitted to Glendon Student Affairs by the vendor will be refunded within four to six weeks of notification of cancellation. In the event that York University must terminate a contract, the university assumes no responsibility or liability for losses of any kind incurred by the vendor or by his/her agent(s).

At the discretion of York University, any breach of this contract can be used as grounds for immediate eviction.

CONFIRMATION

I have read and agree to all the terms of this contract.

Signature of Table(s) Tenant: Date:

Print Name: Prepared by: