

## MIP CONFERENCE FACILITY SCHEDULE "A" - TERMS & CONDITIONS

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1) By agreeing to proceed with a Conference Facility Booking at McMaster Innovation Park, you are agreeing to comply with and be bound by the following terms and conditions of use.

2) **Bookings include:**

A standard conference room set-up (by MIP Staff), MIP inventory includes; Standard 6 Ft. tables (Quantity: 12), 5 Ft. Round tables (15), coat racks (6) , chairs(230), built in projector & screen (excluding the Atrium), podium with built in microphone (2) and wireless internet. *This inventory is available at no additional cost, while quantities last. Three teleconference phones are available in meeting rooms only and are available upon request for a minimal fee of .10 cents per minute. It is the responsibility of the client to request any extra facility rental requirements in addition to MIP's regular inventory. Any additional rentals including linens will be charged back to the client. MIP has the right to change, deny or cancel room bookings at any time.*

3) **Room set up/ Floor Plan:**

You are entitled to 30 minute set up prior to event start time and we require that your party vacate within 15 minutes post event end time.

*Set up may include:*

- Theatre Style /Banquet Style (Round tables)/Class Room/ Standard U-Shape Style Set up
- Chairs
- Podium with built in microphone
- Built in projector & screen, cable & controller
- Presentation Remote
- Wireless internet & Instructions
- Conference Call Telephone & Instructions (Hourly Fee applies)
- 6 ft Rectangular tables (used for catering, registration etc. – set up back/side of room)
- 5 ft Round Tables (8 chairs per table)
- White board/flipchart - affixed in meeting rooms (not Conference Rm 1)
- Portable Whiteboard & Markers
- Portable Flip Chart & Markers (2)
- Coat Rack(s)
- Directional signage from the front lobby to the facility
- Table Linens (\$4 per linen)

**Please confirm final numbers for set up and confirm the floor plan at least seven (7) days prior to the event.** If this policy is not followed, an administration fee will be charged at a rate of up to 30% of your rental rate or a minimum of \$50.00.

4) **Room Clean up Policy:**

Room Clean up is the responsibility of the client. Please ensure garbage is off tables and put into appropriate garbage or recycle bins, spills or messes are cleaned up. A \$50.00 clean up fee will be applied if this is not fulfilled.

5) **Wireless Internet:**

Upon request, MIP will provide you with Instructions for Public Access the day of your event.

6) **Event Parking:**

Between the hours of 7 am and 6 pm, please have your group park in the "**Special Events**" Parking Lot, North side of the building, at no charge. All other parking lots are for authorized parking only, you must have a permit or you may be ticketed. Events occurring after 6pm – your group may park in Visitor Lot 1, the Special Events Lot or Lot 2 (across the street) at no charge.

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**7) Catering:**

Please see attached listing of MIP Preferred Catering services. You are required to use MIP Preferred Services. If this policy is not followed, a fee will be charged at a rate of up to 30% of your rental rate or a minimum of \$50.00. Alcohol is only permitted with a Special Occasions Permit and Party Alcohol Liability or Liability Insurance of 5 million dollars, naming McMaster Innovation Park as an Additional Named Insured. The License must be posted beside the bar. Bartenders must be SMART Serve Certified. Our catering services can provide you with this service upon your request. **Please advise the Conference Coordinator which catering service you have chosen at least 7 days prior to event.**

**8) Sound & A/V Equipment:**

We have a preferred sound and audio provider if you require additional services. All Meeting Rooms (excluding the Atrium) are equipped with built in projector & screen & standard audio system.

**9) Signage:**

We provide directional signage from the front entrance to your event facility. Please provide Logo & Event Name at least 7 days prior to your event.

**10) Rates & Payment:**

The rates outlined in the email or over the telephone are for quotation purposes only. All expenses incurred including rentals, equipment, catering or damages will be invoiced after the event. Should you go over your scheduled rental time outlined in this agreement, you will be charged accordingly. Note: Linens will be an additional charge.

**11) Cancellation/Reschedule Policy:**

MIP would request that you give us a minimum of 30 business days advanced written cancellation notice. Cancellations within 30 business days or less will be charged 50 % of your quotation. Cancellations within 10 business days or less will be charged up to 100% of your quotation. If you would like to reschedule, we would request a minimum of 10 business days advanced written notice prior to the event date. You are permitted to reschedule this booking within 60 days of the current booking. A \$50 administration fee will be applied.

**12) Coordination Fee:**

MIP can coordinate your Catering, Sound and A/V requirements on your behalf. All rental requirements must be coordinated through MIP and will be charged accordingly. The rate is a 20-30% coordination fee or a minimum charge of \$50.00, depending on your needs.

**13) Final Attendance:**

Final numbers for set up and floor plans are to be confirmed at least seven (7) days prior to event. If this policy is not followed, an administration fee will be charged at a rate of up to 30% of your rental rate or a minimum of \$50.00, and for each additional change.

**14) Damage & Security:**

MIP reserves the right to inspect and control all private functions held on the premises. Liability for damages to the premises will be charged accordingly. The convenors for any functions are held responsible for the other members of their group. MIP cannot assume responsibility for personal property or equipment brought into its facilities and will not be held liable for bodily injury due to negligence. Personal effects and equipment must be removed from the function room at the end of the function.

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**15) Liability Coverage:**

The convenors (the person or company booking the room) is responsible to have sufficient liability insurance coverage appropriate to your event.

**16) Decorations and Entertainment:**

Please advise us on your intentions of decoration the function room and what form of entertainment you will have for your function. MIP would be happy to assist you in arranging decorative, floral and/or entertainment requirements. No confetti, rice or floral petals are permitted inside or outside the facilities. Items are not allowed to be placed on walls or ceiling without written approval. A cleaning charge of \$50.00 (minimum) will be levied against parties ignoring this rule.

**17) Proceed with booking:**

Based on your request to proceed with a room booking by email, in person or by telephone, you have agreed to all terms and conditions outlined in this document.

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**\*MIP HELP LINE – 905-667-5550**

This is your after hours direct line for building or event assistance.  
In house telephone is located in Hallway Room 1A.

***Thank you for choosing MIP Conference Facilities.***