

Name of Bride(s) and/or Groom(s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Tel: _____ Cell: _____ Guest Count: _____

Email: _____

Wedding Date Requested: _____

Ceremony Start Time: _____ Ceremony End Time: _____

Rehearsal Date: _____ Rehearsal Start Time: _____ End Time: _____

Outdoor Site Location: Monastery Grounds (165 Monastery Rd, North Bay, ON)

Wedding Package \$550 (plus HST)

- Use of grounds for wedding ceremony and photos (equipment not included)
- Access to bathroom facilities for guests during event
- Access to electrical outlet

OR

Photo Package \$400 (plus HST)

- Use of grounds for photos only (equipment not included)
- Access to bathroom facilities during event
- Access to electrical outlet

Mandatory Insurance:

Should a certificate of insurance be unavailable (re. Section 18a in Wedding Permit Terms & Conditions), with advance notice, the University can provide insurance coverage for your event date(s) under the University's insurance policy at the following competitive rates:

GUEST COUNT	DAILY RATE (plus HST)
1-50	\$62.50
51-100	\$125.00
101-200	\$187.50
201-500	\$375.00
501-1,000	\$550.00
1,001+	Event-specific quote required.

Please request coverage for my event under the University's insurance policy.

WEDDING PERMIT TERMS & CONDITIONS

CORPORATE EVENTS

This agreement is subject to the following general conditions, which are agreed to by the Applicant.

1. That this application may not be considered for acceptance by the University unless made and signed at least 14 DAYS prior to the proposed date of the function. All bookings are subject to change due to academic requirements.
2. To pay, at the signing of this application, a non-refundable deposit which, in the discretion of the University, is due at the time of signing this agreement.
3. Unless notification of any cancellation is received in writing from the Applicant by the University department who accepts this application at least 120 DAYS prior to the date of the function, the outstanding balance is due and payable to the University.
4. The Applicant agrees to provide the University with notice in writing at least 120 days prior to the date of the function of any proposed changes to the use of the facility or to other arrangements. The University and the Applicant will then negotiate any amendments to the contract regarding the proposed changes. The University reserves the right to cancel the rental if the changes do not meet with its approval.
5. The Applicant agrees to provide the University with notice in writing at least 120 days prior to the date of the function of any proposed arrangements to sublet the facility rental. The University and the Applicant will then negotiate any amendments to the contract regarding the proposed sublet. The University reserves the right to reject the changes if they do not meet with its approval.
6. (a) Where additional cleaning of the Premises is deemed to be necessary by the University, to pay to the University a Clean-Up Charge in such amount as is determined by the University.
(b) To return the Premises back to the general conditions of cleanliness and repair in which it was found. Specifically, it is expected that all refuse will be placed in garbage bags or receptacles and the tables and chairs will be repositioned as found or as otherwise directed by the University.
7. (a) To be responsible for any damage incurred to the Premises or University property as a result of any act or omission of the Applicant or the Group named hereon or their members, officers, employees, agents or contractors or any person who attends the function and, in the event of such damages, to pay the University a Damage Charge in such amount as is determined by the University; and
(b) To check the Premise for any damage and report same to a University employee of the Facility prior to commencement of the function.
(c) The applicant or representative must be on the premises at all times during the scheduled event.
8. To pay the University the balance of charges due within 30 days following the date of billing.
9. To pay all charges due in cash, money order, non-post-dated cheques, Visa or MasterCard, to Nipissing University.
10. That the University shall not be liable for any damages to or loss of any property brought into the premises in conjunction with the function by the Applicant of the Group named herein or their members, officers, employees, agents, or contractors or any person who attends the function.
11. To supervise and control all persons in attendance at the function and to restrict such persons to the premises which includes crowd control and supervise minors.
12. To abide by the capacities for persons for the Premises, as posted or made known.
13. To abide by all Federal, Provincial and Municipal laws and the University's rules for use of the facilities.
14. Food, beverage and liquor services, if required, must be arranged by the University. The University's food, beverage and liquor service agreements do not permit the serving of items supplied by external sources, including donations.
15. The University has entered into various agreements providing exclusive supply, service, and sponsorship on campus. The Applicant agrees to abide by the terms of these exclusive supply, service, and sponsorship agreements.
16. Nipissing University agrees to provide the client with the Facilities and Services as described in this document unless prevented from causes beyond its control including without limitation, acts of God or orders of Government authorities, or by fire, explosion, necessary and essential construction, excessively inclement weather or strike but if, and when, the occurrence or condition which prevented such performance shall cease and be removed, it shall be the obligation of the University to resume its performance. Nipissing University will not be responsible for any costs incurred by the client in the event of non-performance pursuant to this agreement.
17. The University reserves the right to cancel the Agreement upon notification to the Applicant, in which event any deposit paid shall be refunded to the Applicant, and the University shall not be liable to the Applicant for any loss or damages.
18. (a) To obtain, at the Applicant's expense, a Policy of Insurance to provide coverage for comprehensive general liability and property damage with minimum limits of five million dollars (\$5,000,000.00) exclusive of costs from an insurer and in a form satisfactory to the University. Such Policy shall name the University as an additional insured and the Applicant shall provide the University with a Certificate of Insurance at least TEN DAYS before the date of the function; and
(b) To protect, defend, indemnify and save the University harmless from all claims, actions and proceedings, including any costs and expenses incurred by the University thereby, for loss, damage or injury, including death to any person or persons and to any property arising from the use of the premises by the Applicant or Group named herein or their members, officers, employees, agents or contractors or any person who attends the function.
19. To provide and pay for police or security officers, if required by the University, in such numbers and with such identification as is acceptable to the University.
20. Ensure that all promotion and advertising of the function involving the use of Nipissing University's facilities shall identify the organisation sponsoring the event.
21. Ensure that all non-university decoration, staging and equipment meet National Building Code and other applicable standards and regulations prior to installation and use.
22. There is no designated parking for participants using rental facilities, unless special arrangements have been made in advance. All University parking regulations apply.
23. As per the city of North Bay Municipal Smoking By-Law, smoking is not permitted in any buildings on campus, including all residence facilities.
24. The use of glue, duct tape, nails, tape and/or tacks on any surface is prohibited. Decorations or signage may not be hung unless a written plan is approved by Conference Services as part of this request. The use of Sticky Tac is permitted.
25. Nipissing University is an environment friendly campus and we recycle. Paper, waste, and refundable cans and bottles must be removed by the applicants or space users and placed into the appropriate bins provided by the University. Bins are located throughout the campus.

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the University in accordance with the conditions. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of the University.

Name: _____

Signature: _____

Date: _____

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the University so as to permit the Applicant the right to use the Premises at the time or times specified.

University: _____

Date: _____

Reservation ID: _____