

AGREEMENT FORM

Between
COLUMBIA BIBLE COLLEGE
(mentioned below as "Conference Centre")
&

(mentioned below as the "Guest")

Please describe what you wish to use Columbia Conference Centre for.

CONTACT PERSON: _____ CELL: _____ FAX: _____

HOME PHONE: _____ BUSINESS PHONE: _____

EMAIL: _____

ADDRESS: _____

THE GUEST AND THE CONFERENCE CENTRE AGREE AS FOLLOWS:

1. *The Guest will stay in the Conference Centre from _____ to _____ 20____. Approximately _____ Resident Guests will attend.*
2. *The Guest agrees to pay a non-refundable deposit attached to the signed agreement of one night deposit per bed reserved. A reservation for the named facilities will be confirmed upon the Conference Centre's receipt of (A) the appropriate deposit and (B) the signed agreement. The Guest has read and understands the Columbia General Information Sheet.*
3. *The Guest agrees to notify the Conference Centre as to the final number of beds and set up requirements for bed assignments Ten (10) business days prior to arrival.*
4. *The Guest agrees that unless prior suitable arrangements have been made through the Conference Centre, registration of groups (conducted by group leaders) will be no earlier than 4:00pm of arrival date and check-out time will be no later than 10:00am on the day of departure.*
5. *The Guest agrees not to camp or make use of any recreational vehicle on the grounds of the Conference Centre without written permission from the Conference Centre.*
6. *The Guest agrees that any plans of having a concession stand need to be pre-approved. Also, the guest acknowledges that concession stands are restricted to manufacture prepackaged (sealed) items only.*
7. *The Guest acknowledges that smoking is strictly prohibited in all INSIDE and OUTSIDE areas and agrees not to bring or allow to be brought onto the grounds any liquor, narcotic, or unlawful drugs of any type. The Guest agrees to comply with the rules of the Conference Centre contained herein and all other rules posted in the facilities and/or on the grounds.*

8. *In renting out the building or parts thereof, the Conference Centre does not imply endorsement of the guest organization or people, nor affirmation of the beliefs of such organizations or persons.*
9. *The College's name may only be used for reference for the event location unless written approval has been granted by the Conference Centre. Copies of all agendas and brochures must be approved to the Conference Centre before being released to the public.*
10. *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 claims against the College on account of any loss, damage, or injury from whatever cause which may occur to it on it's property in the use and occupancy of the College premises; and the Guest agrees to promptly and upon demand reimburse the Conference Centre for any damage done to the College premises or equipment by the Guest or anyone attending it's activities.*
11. *The Guest will be billed for all accommodations upon arrival at the conference and all payments are due upon receipt. If payment is not received within Ten (10) calendar days of the original Invoice date, a Two (2) percent compounded monthly fee will be added to the total amount due.*
14. *This agreement constitutes the entire understanding and agreement of the Guest and the Conference Centre with respect to the conference and retreat, and there are no other agreements except as set forth herein or attached hereto. This agreement will be interpreted as per the laws of British Columbia, Canada. This agreement is not valid unless countersigned by an officer of the Conference Centre.*

AUTHORIZED GUEST:

Name: _____ Signature: _____ Date: _____

COLUMBIA CONFERENCE CENTRE:

Name: _____ Signature: _____ Date: _____