



Neill Wycik Hotel
96 Gerrard Street East, Toronto, Canada
416-977-2320 x. 3020 | 1-800-268-4358

MEETING ROOM AGREEMENT

This Agreement is made and entered into as of [redacted] by and between Neill Wycik Hotel and [redacted]. Guest(s) agrees that the terms of this Agreement are based upon the information outlined below. If information provided by guest(s) materially changes or is incorrect, this Agreement may be terminated.

Group Name:		New/Returning:	
Contact:		Phone:	
Email:		Fax:	
Address:			
On-site Contact:			
		Phone:	
Emergency Contact:			
		Phone:	

TERMS AND CONDITIONS

- Reservations:** All requests for the usage of our meeting space must be made in advance with our front desk. We kindly request that you provide 24-hour notice of your request as availability is limited.
- Payment Policy:** All reservations require a three (3) hour minimum duration and are charged at \$15 per hour. The meeting room key must be returned to the front desk no later than ten (10) minutes after the reservation period has ended. Otherwise, the guest(s) will be charged a \$40 penalty charge.
- Food & Beverage Policy:** Guest(s) are welcome to bring outside food and beverages to the meeting room. All deliveries must be arranged at least two (2) hours prior with a front desk agent. The hotel kindly requests that the guest(s) clean the meeting room after use; otherwise, a \$50 cleaning charge will be charged to the account.
- Cancellation Policy:** All cancellations made 48 hours before the booked time slot are entitled to a full refund. All cancellations made after this time are subject to the full price of the room rental.
- Damage Clause:** Guest(s) agree to assume all liability and indemnify Hotel for expenses of any damages to Hotel caused by its guest(s). Guest(s) agree that Hotel has permission to charge the credit card on file for damages made to the meeting room.

Neill Wycik Hotel

[redacted] Group Name

Name:

Name:

Title:

Title:

Date:

Date: