

Guest & Group Accommodation Booking Agreement

Client Information

Name of Group / Individual:

Contact Name:

Address:

Telephone #:

E-Mail Address:

Association you are with:

Dates of stay

Accommodations

Bedroom (Set-up type)	Rates (per night, per person - 2 night min.)	# of Bedrooms (not units)	Dates	# of Nights	Total Cost (Office use)
Hostel Style	\$35.00 + HST				
Hotel Style	\$50.00 + HST				
Credit Card # (MC/ AMEX or VISA)			Expiry Date		
Name on Credit Card					
Total Due					

***Once the accommodation request has been filled out and faxed back to us, we will be in touch with you to confirm your request before any room or charges are applied to your Guest Housing account.**

Reservations for GROUPS who book accommodations for all participants

- Residence Services will block these rooms and hold them until 14 days prior to arrival. Any rooms not guaranteed 14 days prior to arrival will be put back into our general inventory but we will make every effort to accommodate late bookings.
- No more than 4 people staying in an Unit
- Check in time is anytime after 3:00 pm
- Check out time is anytime before 11:00 am
- The group will take responsibility for paying for damages, lost keys, or pertinent charges related to the group and its participants.
- The number of rooms guaranteed 30 days prior to arrival is the minimum number that will be used in the billing. Every effort will be made to accommodate late additions in bookings, but any cancellations or rooms that we are able to use at the request of the group will be included in the billing.
- The group will provide a complete rooming list (names) 30 days prior to arrival of participants.

Payment for INDIVIDUALS or GROUPS whose book accommodations for all participants

- **BOOKING FEE:** A booking fee of 25 % for accommodations is due at the time the individual or group confirms. 30 days prior to arrival, another 25% of the confirmation is due. If the individual or group cancels, the booking fee is forfeited. If the group does not cancel, the booking fee becomes a deposit and goes towards the final bill.
- Final payment for all services and rooms will be due upon receipt of UFV invoice.

Liability, Indemnity and Insurance

The University of the Fraser Valley shall not be liable nor responsible for any injury to any person who is a member, employee servant, agent or invitee of the Client or for any loss of or damage to any property belonging to the Client, its members, servants, agents or invitees while such person or property is on or in UFV property unless such loss, damage, or injury is caused by the negligence of UFV, its employees, servants, or agents.

The Client agrees to obtain and keep in force during the time that the Client is using UFV's accommodations or facilities a comprehensive general liability insurance policy, insuring on a per-occurrence All-risk, replacement cost basis, all activities and operations of the Client, including but not limited to claims of personal injury, death, property damage, and for third party and public liability arising from any accident or occurrence related in any way to the client's use of UFV's accommodations or facilities to an amount not less than two

million dollars (\$2,000,000) in respect of any one accident or occurrence. Such policy must be primary and not call into contribution any other insurance available to UFV.

The Client shall provide a certificate of insurance no later than three (3) business day prior to the group's arrival or event and any other time upon the request of UFV. In the event that a certificate of insurance is not provided when requested, UFV may cancel this agreement.

Terms and Conditions

1. Neither party shall be liable for any failure to perform under this agreement because such performance has become illegal, or impossible due to Acts of God, government regulations, disaster, and civic disorder, curtailment of transportation facilities or emergencies.
2. The group shall be responsible for all damages, cleaning, and losses beyond normal wear to buildings, facilities equipment, furniture, etc. owned by or a part of the UFV Campus. The assessment of the cost of repairs or replacements for any such damage or loss shall be determined by UFV.
3. UFV Residence Services shall accept no responsibility for theft or other loss of money, valuables, or personal effects of participants or members of staff of the group.
4. The group agrees not to change or misrepresent to any one in any way the rooms, services, charges or other fees set within this agreement.
5. Smoking is not permitted in the building on the UFV Campus.
6. If the group would like to reserve a Common Room in the residence, room rental fees will apply.
7. The Client shall provide a certificate of insurance for liabilities, in the amount of no less than \$2,000,000 no later than three (3) business days prior to the conference or event and at any other time upon the request of Residence Services.

Signing of the agreement verifies that you have read, understood and agreed with the information within this document. Please send or fax back a signed copy of this agreement and the attached check list. Your booking is not confirmed until we receive your booking fee payment, the signed agreement and checklist.

On behalf of the guest(s)

On behalf of UFV Residence Services

Date _____

Date _____

Signature

Signature

Print Name _____

Print Name _____

Timeline and Checklist for Organizer

Please initialize each box to signify your agreement

- All communication regarding UFV guest housing must be submitted to UFV Residence Services for approval prior to being sent out.
- The deposit for half the amount (Credit card its fine) is due upon returning the Agreement and this checklist.
- 5 days prior to arrival the final guarantee for the number of Bedrooms is due.
- 5 days prior to arrival the complete rooming list is due.
- Payment in full will be made on arrival or before arrival
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Initializing of this checklist verifies that you have read, understood and agree with the information of this page. Please send or fax back a copy of this checklist and signed agreement on the previous page to our office.

Contact Us:

UFV Residence Services

33844 King Road

Abbotsford, BC

V2S 7M8 CANADA

Phone: 604.854.4508 Fax: 778-880-0270 Email: guesthousing@ufv.ca

Toll free: 1.888.504.7441 ext. 4508

www.ufv.ca/residence

We hope you enjoy your stay!