



**Armstrongs' Counselling Services**  
Donna & Murray Armstrong

Address: 10027 - 166 Street, Edmonton, Alberta T5P 4Y1  
Phone: (780) 444.4399 or 489.6389  
Email: dmarm@telus.net  
Websites: ArmstrongsCounselling.com  
VoiceDialogueEdmonton.com  
EdmontonEmotionallyFocusedTherapy.com

## Rental Rates for Training/Meeting Room

### Description of Facility

- 19 x 24 feet accommodates 22 people comfortably
- Firm and comfortable chairs for all day sitting (22 chairs in all)
- 4 tables (2 at 8' x 3' and 2 at 4' x 2' ) with matching linen drapes
- Includes coffee, tea, hot chocolate
- Fully equipped kitchen, with large fridge, toaster oven, microwave, small dishwasher, dishes, cutlery, glasses, cups and saucers for 22 people, platters, & serving bowls
- Wheelchair accessibility with washroom accommodations on main floor
- 2nd washroom on upper floor if office is not being used
- Teaching aids include:
  - 8' x 4' porcelain white board with whiteboard pens
  - 8' x 4' overhead screen
  - Flip charts with pens and flip chart paper
  - Magnetic wall surfaces to adhere posters, etc.
- Free and accessible parking (wheelchair accessible)
- Close to many restaurants and motels
- Located on city's bus routes

### Audio/Visual Equipment Availability and Rates (optional)

Speaker system, with CD, DVD, VHS, & MP3 capability

- Wireless, Internet Service Available
- Projector, Video & CD Television
- Overhead projector, with cables & steel table
- Protective floor guard for cables to and from equipment to prevent tripping
- You will need to provide your own laptop

If required, there will be an additional cost added to Rental's Total of \$ 50/day (8 am - 11 pm)

### Facilities Rental Rates

Meeting/Training room:

Daily rental: available only on Saturday or Sunday, 8 am to 5 pm = \$ 200/day

Half day rental: Saturday or Sunday only 8 am - 12 pm or 1 pm - 5 pm = \$ 100/half day

### Responsibilities

- Contact Person for your group will receive a code for the main door and the security system
- Contact person for the group will be legally accountable for their group
- Full payment for the rental due at the time of booking
- Cleaning is defined as: the responsibility of the group to leave the facilities in the same condition in which the facility was found. Garbage bags and cleaning supplies are provided
- If there is damage, it will be the responsibility of the group to pay for repairs, with the owners invoicing the contact person of the group for the repairs

*Donna & Murray thank you for your patronage and hope you enjoy our facility as much as we enjoy creating it.*



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## Rental Contract for Training/Meeting Room

**Contact Person:** (First Name:) \_\_\_\_\_ (Last Name:) \_\_\_\_\_

Phone Number (Home:) \_\_\_\_\_ (Work:) \_\_\_\_\_ (Cell:) \_\_\_\_\_

(E-mail:) \_\_\_\_\_ (Website:) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Alternate Contact Person:** (First Name:) \_\_\_\_\_ (Last Name:) \_\_\_\_\_

Phone Number (Home:) \_\_\_\_\_ (Work:) \_\_\_\_\_ (Cell:) \_\_\_\_\_

**Facilities Rental Rates:**

Meeting/Training room:

Daily rental: available only on Saturday or Sunday, 8 am to 5 pm = \$ 200/day

Half day rental: Saturday or Sunday only 8 am - 12 pm or 1 pm - 5 pm = \$ 100/half day

**Requested Days, Dates, Time:**

Days wanting to Rent facility: from \_\_\_\_\_ to \_\_\_\_\_

Dates wanting to Rent: from \_\_\_\_\_ to \_\_\_\_\_

Times required: from \_\_\_\_\_ to \_\_\_\_\_

**Calculation of Rental:** Rate \_\_\_\_\_ x number of times needed \_\_\_\_\_ = \_\_\_\_\_ **Subtotal**

**Visual, Audio, Wireless Internet Equipment Rates:**

If required, the fee below will be added to above Rental Rate: \$ 50/day (8 am - 11 pm)

Circle what you require: Projector, VCR, Overhead Projector, DVD, Wireless Internet Service

**Calculation of A.V. Rental:** Rate \_\_\_\_\_ x No. of Days needed \_\_\_\_\_ = \_\_\_\_\_ **Subtotal**

**Total Payable (at the time of Booking)                      Cheque # \_\_\_\_\_ = \_\_\_\_\_ Total**

**Contract Agreement**

I understand that I will be legally responsible for any damage that occurs while renting this facility. I agree to keeping the door and security code confidential.

I, (Your Signature:) \_\_\_\_\_, agree to the conditions of

this rental contract as of: (Month) \_\_\_\_\_, (Day) \_\_\_\_\_, (Year) \_\_\_\_\_.

*Donna & Murray want to than you for your patronage and hope you enjoy our facility as much as we have enjoyed creating it.*