



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

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VoiceDialogueEdmonton.com  
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## **Rental of Second Floor Office**

### **Facility**

- 300 sq/ft. (15' x 20') fully furnished office space
- Office furniture: Natural oak office desk, double bookshelf, filing & storage cabinets
- Private washroom adjacent to second floor office space
- Office space and stairs to office space are fully carpeted
- Sound proofing materials in walls, ceilings and floors
- Air conditioning throughout
- Incandescent sconce lighting with dimmer switch and overhead full spectrum lightning
- Access to wireless internet service
- You will need your own cell phone and answering service
- Includes: access to a fully equipped kitchen, waiting room, and washroom on main floor
- Security System for the center
- Security Locking Door codes for outside door
- Free Parking
- All Utilities included
- Cleaning services included

### **Rental Fee**

- \$ 60 per day
- \$ 25 per hour

### **Conditions**

- Full rental fee due at the time of booking
- Repairs for damages by you or your clients will be your financial responsibility
- Access codes to main door and the security system to be kept fully confidential

*Murray and Donna hope you enjoy our facility as much as we enjoy creating it.*

# Rental Contract for Second Floor Office Space

Renter: (Print First Name) \_\_\_\_\_ (Last Name) \_\_\_\_\_

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

Address \_\_\_\_\_

City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Website \_\_\_\_\_ Email \_\_\_\_\_

## **Rental Contract Booking Calculations:**

- **Circle the Days Required:**

Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

- **Dates Requested:**

Starting From: \_\_\_\_\_ Ending Date: \_\_\_\_\_

- **Hours Required:**

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

## **Rental Fee Rates & Calculations:**

- \$ 60 per day
- \$ 25 per hour

## **Additional Agreements:**

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## **Contract Agreement**

My door code will be:    \_ \_ \_ \_    and my security code will be:    \_ \_ \_ \_

I agree to keep both numbers strictly confidential and for personal use only.  
I understand that I will be legally responsible for any damage that occurs while renting this facility.

**I, Print Name:** \_\_\_\_\_, **agree to the conditions of this rental contract.**

**Date:** \_\_\_\_\_ **Cheque #:** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_

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