



316-105 Titanium Way, Whitehorse, YT Y1A 0E7
867.332.7108 / 867.689.9061
www.irpotential.com

MEETING ROOM RENTAL POLICY

This policy applies to any rental agreement for the following locations:

- **Yúk'e room (the Winter room)** - 303-105 Titanium Way
- **Khutàn room (the Summer room)** - 302-105 Titanium Way
- **The boardroom** - 316-105 Titanium Way

Payment details:

Please note that payments can be accepted via cash, e-transfer, or cheque

An invoice will be sent out to you or your organisation up to 2 business days after the date of the rental.

A late fee of 10% of the original room rental cost will be applied if the original payment date is missed.

Renter Responsibilities:

All renters must agree to:

- Load the dishwasher with any dishes that were used for the duration of the rental
- Take all the food you may have brought in
- Return chairs and tables to where they were when you arrived

Renters from organizations that currently hold general or commercial liability insurance will be asked to provide evidence of their policy and list IRP Property Developments Inc. as Additionally Insured in their policy. Individuals or organizations that don't currently hold liability insurance but wish to rent the space will be asked to sign a liability waiver.

Cancellation Policy;

Within 5-3 business days; If you cancel your rental within 5-3 business days of your rental date, there will be a charge of 50% of the agreed upon cost of the room rental

Within 2 business days; If you cancel your rental within 2 business days of your rental date, you will be invoiced fully for the agreed upon cost of the room rental





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Policies:

1. IRP Property Developments Inc. retains the right to terminate any rental agreement with any of the tenants, with 1 weeks' notice. IRP Property Developments Inc. retains the right to terminate any rental agreement with any tenant without notice, should the tenant not adhere to its rules, policies and values.
2. IRP Property Developments Inc. retains the right to refuse any agreement applications that it does not feel agrees with their rules, policies and values, or engages in Prohibited Activities.
3. IRP Property Developments Inc. does not assume responsibility or liability for any property left in, or stolen from, the event spaces or surrounding areas.
4. Smoking is not permitted within the space, all smoking must be kept outside and not within 5 meters of the entry.
5. It is the responsibility of the tenant to leave the event space in the same condition that they were found in, including kitchenette use.
6. Tenants agree to pay any damages that they cause to the hot desk rental space or shared spaces, individually or through their insurance.
7. IRP acknowledges that our spaces will often be used to host important discussions, and to explore challenging and highly personal topics. This means that we are all collectively responsible for creating and maintaining a safe and respectful space for event participants to be part of.
8. Please let us know at least one week in advance, if you wish to serve alcoholic beverages at your event, so that we can ensure that the appropriate licensing arrangements are in place.
9. *The organization representing the tenants, currently holds General Liability Insurance and agrees to add IRP Property Developments Inc. as Additional Insured for the duration of the rental period.*
10. *IRP Property Developments Inc., IRP Consulting, and their employees or agents shall not be held liable for any injury, including death to any person or for any loss or damage to property of the tenant/renter or for any obligation of the tenant/renter or anyone else, incurred or suffered by the tenant/renter or its employees, participants, agents or voluntary workers in carrying out the event.*

