



Science  
Undergraduate  
Society

The Science Undergraduate Society of UBC – Abdul Ladha Science Student Centre  
2055 East Mall, Vancouver, B.C. V6T 1Z1 | 604-822-4235 | [bmanager.bookings@sus.ubc.ca](mailto:bmanager.bookings@sus.ubc.ca) | [www.sus.ubc.ca](http://www.sus.ubc.ca)

## Abdul Ladha Science Student Centre Premises Use and Services Agreement

CONTACT INFORMATION					
<b>Name of Organization</b>		<b>Contact Name and Title</b>			
<b>Contact Telephone</b>		<b>Contact Email Address</b>			
<b>Organization Address</b>		<b>Organization City</b>		<b>Postal Code</b>	
AGREEMENT					
In consideration of the premises and covenants herein contained, the Science Undergraduate Society of the University of British Columbia ("SUS"), a constituency of the Alma Mater Society of the University of British Columbia ("AMS"), a corporate body under the laws of British Columbia, as the manager of the Abdul Ladha Science Student Centre, 2055 East Mall, University of British Columbia, Vancouver, B.C., V6T 1Z1, hereby grants the User the right to use those portions of the Abdul Ladha Science Student Centre ("ALSSC") located at 2055 East Mall, University of British Columbia hereinafter designated for the purpose of an event upon the terms and conditions set forth herein and on the reverse hereof, which terms and conditions shall form part of this agreement.					
BOOKING DETAILS					
<b>Date of Booking (MM/DD/YYYY)</b>	<b>Booked Area(s)</b>	<b>Time (Start)</b>	<b>Time (End)</b>	<b>Deposit</b>	<b>Fee</b>
*** The Booked Area(s) must be vacated at the time stated above. Otherwise, overtime charges will apply: 1min-15min.....Grace Period 15min-45min.....100% of the Deposit 45min.....Hourly Rate Applies (\$30/hr before 8pm on weekdays; \$55/hr after 8pm on weekdays; \$65/hr on weekends)					
DEPOSIT					
A 50% Deposit is non-refundable in the event of a cancellation and shall be paid to SUS at least 2 weeks in advance of event in order to confirm the booking of the Premises. If the Function is not cancelled, the Deposit shall be applied in partial payment of the Fee.					
CANCELLATION FEE					
In the event that the User wished to cancel this Agreement, or a portion thereof, the User shall deliver to the Building Manager written electronic notice of cancellation and shall pay to the SUS a cancellation fee calculated as follows:  Notice of written cancellation received by SUS from the date of the booking until fourteen (14) days prior to the function date.....100% of the Deposit  Notice of written cancellation received by SUS between fourteen (14) and seven days prior to the function date..... 50% of the Total Fee  Notice of written cancellation received by SUS less than seven (7) days prior to the function date..... 100% of the Total Fee  Payment of the cancellation fee is due in full within thirty (30) days following receipt by the SUS of cancellation. The Deposit shall be applied in partial payment of the cancellation fee. The Total Fee is defined as any and all amounts of money paid to the SUS as part of the bookings process.					
DECLARATION					
<i>I, the User, hereby agree to the above booking date, booking location, booking time, deposit and fees, subject to the Terms and Conditions attached.</i>					
<b>User's Name</b>		<b>Building Manager's Name</b> YuMing He			
<b>Signature</b>		<b>Signature</b>			
<b>Date</b>		<b>Date</b>			