1) **Definitions:**
- **Client:** A person, group, company or entity that is renting the room(s) from MIP.
- **MIP:** McMaster Innovation Park, landlord, and owner of the rooms.
- **Event:** A happening at a specified time and location, as noted in the MIP Conference Facility Confirmation.

2) **Booking Confirmation:**

   Please await written confirmation of room booking prior to use. Once received, the client is only permitted to use the room(s) outlined in the confirmation. MIP reserves the right to relocate the client’s event at any given time to a room of equal space and requirements.

   *Please note that a minimum (4) hour booking is required to book the Atrium and weekend events*

3) **Room set up/ Floor Plan:**

   Bookings include what is noted in the Confirmation of Booking email. The client is entitled to 30 minute set up prior to event start time. Clients are required to vacate the room within 30 minutes post event end time in the Conference Rooms 1 A/B/C/D, Atrium and Courtyard.

   Please confirm final numbers for set up and floor plan at least five (5) days prior to the event. If this policy is not followed, the client may attract additional fees to compensate for surcharges and additional labour costs.

4) **Event Parking:**

   Between the hours of 8 am and 5 pm, the client and their attendees can park in the gated ‘Overflow’ Parking Lot, North side of the building, for $1.00/hr or $7.00/day. All other MIP parking areas during this timeframe are “Authorized Parking Only”. Any vehicle parked within the “Authorized Parking Only” area without a MIP permit is at risk of receiving a parking violation.

   MIP offers free parking in all lots, to all events occurring after 5 pm, prior to 8 am and on weekends.

5) **Catering:**

   MIP Preferred Catering Services list can be found on MIP’s website. If catering is needed for the client’s event they are required to use “MIP Preferred Catering Services”. Small meetings of 20 individuals or less are permitted to supply outside food and beverage. Under exceptional circumstances MIP may permit outside catering services. Written approval and conditions are subject to Sections A, B, C & D below. Please advise the Conference Coordinator which catering service the client has chosen at least 5 days prior to event.

   MIP reserves the right to terminate this agreement should this policy not be followed.

   A) Alcohol is only permitted with a Special Occasions Permit. Upon the client’s request to MIP Catering Services, can accommodate this service.

   B) Party Alcohol Liability or Liability Insurance of $5,000,000, naming McMaster Innovation Park as an “Additional Named Insured”. Liquor permits can be obtained from the client’s local Liquor store no less than two weeks prior to an event and are the responsibility of the client. Liquor permits must be affixed in the bar area for the duration of the client’s event. Bartenders must be SMART Serve Certified and have their SMART Serve card on hand during the event. The Insurance certificate must cover the party responsible for the SOP.

   C) Catering Services and the client must abide by Section 8b) Room Clean up Policy of the Terms & Conditions.

   D) Copies of the SOP and Insurance must be submitted to the MIP Conference Coordinator 3 days prior to the event. MIP cannot allow the sale or distribution of alcohol if the client fails to obtain and post an SOP for the event.
6) **Wireless Internet:**

MIP will provide the client with wireless internet instructions for public access the day of the event.

Any individual connected to the Guest Wireless Network in order to use it directly or to connect to any other network(s), must comply with this policy, the stated purposes and Acceptable Use policies of any other network(s) or host(s) used, and all applicable laws, rules, and regulations.

MIP makes no representations or warranties concerning the availability or security of the guest wireless network, and all use is provided on an as-is basis. By using the guest wireless network the client agrees to defend, indemnify, and hold harmless MIP for any losses or damages that may result from use by the client, their attendees, staff...etc. of the guest wireless network.

MIP takes no responsibility and assumes no liability for any content uploaded, shared, transmitted, or downloaded by the client or any third party, or for anything the client may encounter or any data that may be lost or compromised while connected to the guest wireless network.

MIP reserves the right to disconnect any user at any time and for any reason. The guest wireless network is provided as a courtesy to allow guests access to the internet.

Inappropriate use of the guest wireless network is not permitted. This policy does not enumerate all possible inappropriate uses but rather presents some guidelines (listed below) that MIP may at any time use to make a determination that a particular use is inappropriate:

- Users must respect the privacy and intellectual property rights of others.
- Users must respect the integrity of our network and any other public or private computing and network systems.
- Use of the guest wireless network for malicious, fraudulent, or misrepresentative purposes is prohibited.
- The guest wireless network may not be used in a manner that precludes or hampers other user’s access to the guest wireless network or any other networks.
- Nothing may be installed or used that modifies, disrupts, or interferes in any way with service for any user, host, or network.

Contact the Conference Coordinator or MIP staff member if you are experiencing difficulty logging in.

7) **Signage:**

MIP will provide directional signage from the front entrance to your event facility. Please provide Logo & Event Name at least (3) days prior to your event. The client is not permitted to affix additional signage to areas not designated for signage (i.e walls, glass...etc.)
8) **Rates & Payment:**

Rates are noted in the service order, which is sent with the confirmation of booking email. All expenses incurred will be invoiced after the event.

9) **Other Fees:**

A) MIP can coordinate the clients catering, sound and A/V requirements on their behalf. The rate is a 20-30% coordination fee or a minimum charge of $50.00, depending on the client’s needs. Quotes are available from the Conference Coordinator.

B) MIP asks that the client or their guests do not place items on the walls or ceiling on the Conference Facility area without written approval. Please also ensure garbage is put into appropriate garbage or recycle bins and spills or messes are cleaned up. A cleaning charge of $50.00 (minimum) may be charged. Weekend events in the Conference Rooms 1 ABCD, Atrium and Courtyard will be charged a cleaning fee of $60.00 - $120.00.

C) Cancellations in **Conference Rooms 1 A/B/C/D, Atrium** and **Courtyard** areas within (10) business days to the event may incur a 20% of quotation value charge. Cancellations within (3) business days of the event may incur a 50% of quotation value charge. Cancellations within (1) business day of the event may incur a 100% of quotation value charge. In the event that MIP is charged for cancelled rentals, etc. the full value of such charge will be passed on to the client. The client is welcome to reschedule their event within 60 days, in which MIP will waive the cancellation fees.

Cancellations in **Meeting Rooms 2, 3, 4 and 5** that occur within 24 hours of the event may incur a 100% of quotation value charge.

10) **Damage & Liability:**

MIP reserves the right to inspect and control all private functions held on the premises. Only MIP staff are permitted to move any furniture or items belonging to MIP. The client will be held responsible for any damage to floors, carpets, or walls caused by its clients, staff, attendees, suppliers, etc. Liability for damages to the premises will be charged accordingly. Clients are responsible for everyone at their event while in the room or anywhere on MIP property. MIP assumes no responsibility for personal injury or personal property, regardless of how it occurs. Please remove all personal effects and equipment from the room at the end of the event. MIP assumes no responsibility for the actions of the Client, their attendees, staff...etc. after they have left the property.

11) **Insurance Coverage:**

The client is responsible to have sufficient liability insurance coverage (minimum of $2,000,000) appropriate to their event, naming McMaster Innovation Park as an “Additional Named Insured”.