

# Juniper House Common Area Rental Agreement Form

**This Rental Agreement made this day of \_\_\_\_\_**  
Between Juniper Housing Corporation (Juniper) whose address for the purpose of this Lease is 408 Avenue F, South, Saskatoon, Saskatchewan S7M 1T5  
AND the "Community groups or organizations" (please include contact name, phone no., e-mail, organization name and mailing address):  
\_\_\_\_\_  
\_\_\_\_\_

We are delighted that you are interested in renting facilities at the Juniper Manor, located at 408 Ave F South, Saskatoon. This Use Policy provides you with information on the reservation process, the conditions of usage and fees. It will help us to manage the Juniper Manor. Please forward rental form to the following e-mail address: [information@juniperhousing.com](mailto:information@juniperhousing.com) Or E-mail: [felixmui@hotmail.com](mailto:felixmui@hotmail.com) (Property Manager)

## RESERVATIONS requirement:

Inquiries can be made in person at Juniper House office, by telephone at 382-2222, or E-mail: [information@juniperhousing.com](mailto:information@juniperhousing.com) Or E-mail: [felixmui@hotmail.com](mailto:felixmui@hotmail.com) (Property Manager)

1. A reservation is not secured until a rental agreement is signed and fees are paid.
2. Requests for date & time changes are subject to the Juniper Housing Corporation.
3. The booking cancellation during holiday season, booking fee is non-refundable.
4. Event starting and ending times: Monday to Sunday from 9:00 a.m. to 10: 30 p.m.  
Reservation time stated on the agreement is the time when the first member of the group (trainers, leaders, caterer, etc) arrives.
5. Kitchen equipments include refrigerators, stoves, microwave, and toaster oven.  
Outside catering will be accepted. Room capacity no more then 100 people.

## Rental Rate Each Time less then 4 hours:

\*Kitchen / eating area and Library rental - \$70.00 (minimum)

\*Activity room rental - \$70.00

## Terms and conditions:

1. Juniper will not allow political or religious preaching (verbal or printed material) in the building.
2. The use of the common area must confirm to Juniper! Rental policy and approved by the Juniper Board.
3. Common Area is available from 9:00 am until 10:30 pm. these areas are monitored under surveillance cameras.
4. Payment is due in full when booked and no event is confirmed without a receipt of payment by Juniper Housing. Juniper Housing will allow you to reschedule your meeting without penalty, but any cancellation within 5 calendar days will result in a refund of only 50% of total charges. Any damages incurred by participants that require attention must be reported before departure and all charges Juniper Housing incurs due to damage will be the responsibility of the renting party.
5. The applicant agrees to use our facility for the purpose stated on their application only.

## Group Information:

Co./GroupName: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

ContactName: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ # of Participants: \_\_\_\_\_

## Payment Information:

Check #: \_\_\_\_\_ Cash \$: \_\_\_\_\_ Name on Check \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Attention: Upon approval by the Juniper Board, the organization or group shall sign and pay applicable fees as specified in the Juniper Common Area Rental Agreement Form.**