



#201, 15350 Croydon Drive
Surrey, B.C. V3Z 1H4 / 604 449 9500
contact@croydonexecutiveoffices.com

Croydon Executive Offices

by PES

Your One Stop Professional Business Centre

Professional Office Rules and Regulations

Tenant will be given permission to utilize the space on an hourly basis after a copy of this Agreement has been signed by both parties. The agreement states that the tenant agrees to the \$30.00 fee + GST / hour for office rental, \$40.00 fee + GST / hourly Boardroom rental, and \$60.00 + GST / hourly Training Room rental and is expected to follow the rules and regulations of the contract stated below:

- 1) We cannot provide secretarial services to clients who have not booked a room. This means that the reception area cannot be used as a meeting point.
- 2) The tenant will be given access to boardroom/office 5 minutes before the rental hour to set up
- 3) The tenant has 5 minutes after to clean up and leave the premises.
- 4) The tenant will have to provide a copy of a credit card and driver's license in order to be granted permission to use the telephone and to book the boardroom.
- 5) Only local calls are allowed
- 6) The tenant will not use drugs or alcohol in the premises
- 7) The tenant is not allowed to walk around the halls of the building or loiter around the building or the building centre (Croydon Executive Offices)
- 8) The tenant is expected to act and dress in a professional manner.
- 9) The tenant will agree to leave if asked to by the manager under any complaints by others in the building or business center
- 10) The tenant will not use an excessive level of noise, or disturb any other tenant in any way.
- 11) The tenant will not smoke in the building.
- 12) The tenant will be expected to pay anything that is damaged or broken during the hour the office/boardroom space is rented.
- 13) The tenant must maintain the office/boardroom space safe and sanitary.
- 14) The tenant must respect and address staff in a respectful manner
- 15) The tenant may not use coarse language
- 16) The tenant may not disrespect or behave in a disrespectful manner with the other tenants
- 17) **There will be an additional fee of \$40.00 for all dishonoured cheques. \$25 fee for all dishonoured or rejected credit card payments and/or e-transfers or otherwise.**

We have the right to refuse service to anyone that we believe will disrupt the environment of our executive offices, is under the influence of drugs or alcohol, is not in a good state of mind, will use the office space for illicit business, we believe looks threatening or not trust-worthy.

In addition to these rules and regulations, the tenant must follow the current laws, enactments, local bylaws, and decisions made by the management of Croydon Executive Offices and the building.

Cancellation Policy: Cancellations must be made 24 hours prior to the start time of the reservation otherwise 50% of the reserved time will be charged to the client's account. If no notification of cancellation we charge full fee of office rental will apply.

Thank you for your business



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PROFESSIONAL OFFICE/ TRAINING & BOARDROOM AGREEMENT CONTACT INFORMATION

Name: _____

Company Name: _____

Office Address: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____

Fax number: _____

Company website: _____

Description of services: _____

E-mail Address you will use to do google calendar bookings: _____

Signature: _____ Date: _____

Bookings can be made online accessing our interactive Google calendar.

Office Rental: \$30.00/h + GST

Boardroom Rental: \$40.00/hour + GST

Training Room: \$60.00/hour + GST

Please note: There will be an additional fee of \$40.00 for all dishonoured cheques. There will be a \$25 fee for all dishonoured or rejected credit card payments and/or etransfers or otherwise.

All rentals are rounded up to the hour. As soon as you go 10 minutes over your scheduled time, you are billed for another hour. Please keep in mind that if someone else has the office space you are using reserved immediately after you; you will not have the opportunity to stay longer. You can however move to another room, if it is available, but then you would be billed for another hour.

Includes:

- Reception
- Wireless Internet
- Fully furnished office
- Access to our business center
 1. Colour copies
 2. B/W Copies
 3. Faxing / Scanning

For Office Use Only

- Sent Google Link
- Email Google Instructions
- Add to Simply Acc. Under company name
- Hole punch this agreement and put into binder
- Put Credit Card on file in Croydon Executive Offices
- Add email address to front desk Microsoft
- Outlook Croydon Executive Offices hourly office tenants

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Please take a moment to tell us how you heard about us

- Yellow Pages book
- Yellow Pages online
- The sign outside
- Through a friend or business partner
- Our Website
- Kijiji
- Craigslist
- Flyer in mail
- Google
- Other _____

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