



Peninsula Executive Suites
Croydon Executive Offices
 Your One Stop Professional Business Centre

BOARDROOM / PROFESSIONAL & COUNSELLING HOURLY OFFICE RENTAL AGREEMENT

Please Select and Check Mark the Preferred Location for Reserving Hourly Office Space:

<p align="center">Peninsula Executive Suites #202 15388 24th Ave, Surrey, B.C. V4A 2J2 604.535.9944 contact@peninsulaexecutivesuites.com</p>	<p align="center">Croydon Executive Offices #201 15350 Croydon Drive, Surrey, B.C. V3Z 1H4 604.449.9500 contact@croydonexecutiveoffices.com</p>
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Name: _____

Company Name: _____

Work Phone: _____ Cell Phone: _____

Company website: _____

Description of services: _____

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

Do you require a FOB for after-hours / weekend access to the premises? Yes _____ \$50 deposit required
 Stop by reception with your deposit or e-transfer it to the email listed above to pick up your FOB

How did you hear about us? _____ friend /business partner Please let us know the name, we would like
 to thank him/her for the referral _____

_____ Website _____ Google Search _____ Social Media _____ LinkedIn _____ Sign outside _____ Other

Signature: _____ Date: _____

Bookings are made online by accessing our interactive Google Calendars. You'll have access to all our
 calendars to ensure you find available hourly office slots easily.

Professional & Counselling Office Rental: \$30.00/hour + GST

Boardroom Rental: \$40.00/hour + GST

Includes:

- Reception
- Wireless Internet
- Fully furnished office
- Access to our business center
 1. Colour copiesB/W Copies / Scanning
 2. Kitchen access
 3. 24/7 business centre access (Fob required)

For Office Use Only

- Sent Google Link/ Invitation to Google Calendar
- Email Google Calendar instructions
- Save Credit Card on file in PES Bambora
- Add to Simply Acc. under company name
- Add email address to front desk Outlook
- Hole punch this agreement and put into binder



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Professional Office Rules and Regulations

Tenant will be granted access to our Hourly Offices once the “Boardroom / Professional & Counselling Office Hourly Rental Agreement” has been signed by both parties. The tenant agrees to pay the listed hourly fees + 5% GST, and also agrees to follow the rules and regulations of the contract stated below, current laws, enactments, local bylaws, and decisions made by the manager and the building managers

1. To avoid scheduling conflicts, please use only the office with the same reserved/scheduled number
2. Always use the provided “Session in Progress” sign when using an office
3. At the end of the session, please leave the "Session in Progress" sign on the desk and leave the office door open to indicate its availability to the next tenant
4. Please ensure the office and furniture are left clean and tidy as found
5. To use the reception area only as a meeting point with clients who have booked an office/ boardroom
6. The tenant will be given access to the boardroom/hourly office 5 minutes before the rental hour to set up
7. The tenant has 5 minutes after to clean up and leave the premises (Unless there's another booking immediately after, in which case the tenant must leave at the session's end)
8. The tenant will provide a copy of a credit card and driver's license to book the boardroom/hourly office
9. Clients and tenants must not use drugs, alcohol, or smoke on the premises
10. Tenants and clients are not permitted to loiter or wander around the building premises
11. The tenant is expected to act and dress in a professional manner
12. The tenant will not use an excessive level of noise, or disturb any other tenant in any way
13. The tenant is responsible for any damages caused during the rental period
14. The tenant must treat staff and other tenants with respect and refrain from using coarse language
15. Minimum booking time is 1 hour. Exceeding the booked time by 10+ minutes incurs charges in 1-hour increments. If there's a reservation right after, you may move to another available office, this will generate an extra charge
16. The tenant must not use objects or devices to keep the doors to the suite or downstairs open after hours or on weekends. Doors are to remain closed for security reasons.
17. Tenants must go downstairs to let their clients into the building for after-hours and weekend appointments
18. Cancellations must be made at least 24 hours before the reservation start time; otherwise, 50% of the reserved time will be charged to the client's account
19. If a cancellation notification is not received within 24 hours before the scheduled reservation, the full fee for office rental will be charged to the client's account
20. An additional \$40 fee will be charged for all dishonoured cheques and a \$25 fee for all dishonoured/rejected credit card payments, e-transfers, or otherwise
21. The \$50 FOB deposit will be returned once the FOB is returned in working condition

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

There is no reception service before 9 am and after 5 pm, and during weekends

Thank you for your business