



# MSA Vendor Table Booking

Mohawk Students' Association – 135 Fennell Ave. West  
Room G109 – Hamilton, ON L9C 0E5

Date of Application: \_\_\_\_\_

<b>Contact Information:</b>	
First Name: _____	Cell: _____
Last Name: _____	Email: _____
Mailing Address: _____ _____	Legal Company Name: _____
Postal Code: _____	

<b>Event Information:</b>		
Name of Promotion/Sale: _____		
Purpose: _____ _____		
<input type="checkbox"/> Selling Goods	<input type="checkbox"/> Awareness Campaign	<input type="checkbox"/> Promotional
<input type="checkbox"/> Other: _____ _____		
Full Description of Activities at Table: _____ _____ _____		
Requested Date for Table: 1) _____		
Start Time: _____	End Time: _____	
Requested Date for Table: 2) _____		
Start Time: _____	End Time: _____	
<b>*Tables must be occupied between 9:00AM and 4:00PM.</b>		
<b>*Food of any kind cannot be served.</b>		

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

Applicant Initials: \_\_\_\_\_

I have read and acknowledge the terms and conditions of this application and agree to abide by them. I understand that failure to do so may lead to the cancellation of the event, the denial of future applications, or other legal action that may be taken by the Mohawk Students' Association.

## Terms and Conditions

1. Facilities may be used only by the Applicant and may not be sublet without the written consent of the Mohawk Students' Association. Only the person(s) name that appears on this application are authorized to access the assigned space. The Applicant agrees not to allow co-use of the facilities with any other individual, business or group without Mohawk Students' Association's written approval.
2. The Applicant warrants that all statements contained herein are true and complete. The Applicant further warrants COMPLETE DISCLOSURE with respect to all activities to be conducted in the requested space.
3. The Applicant is/are wholly responsible for ensuring each day facilities used and are left in a clean tidy state. Should the Mohawk Students' Association deem that extraordinary cleaning services are required to restore the premises to acceptable condition; the Applicant will be charged any additional cleanup expenses.
4. No food will be served from any Applicant whatsoever. Any acceptations must be approved by written consent from the Mohawk Students' Association.
5. Lottery, raffles, and gambling of any sorts is not allowed unless the Applicant can produce an AGCO lottery license for such activity along with their HST Business License.
6. No posters or other materials may be taped or otherwise fastened to walls, columns, glass, or other property of the MSA Student Center.
7. The Applicant must use only furnishings provided directly by the Mohawk Students' Association. The Applicant will not make or suffer to be made alterations, adjustments, or additions to the MSA provided equipment.
8. In the event that the Applicant fails to occupy the assigned space as specified in the MSA Student Center application within fifteen minutes of the time specified in the contract, the Mohawk Students' Association reserves the right, at its sole discretion, to re-assign the space for that day. There will be no refund on the re-assignment of space.
9. The Applicant is liable for all the loss or damage to MSA property and damage to the building resulting from or connected with the Applicant's use of the designated space.
10. The Mohawk Students' Association reserves the right to terminate this agreement without notice for:
  - a. Any infraction of these terms and conditions;
  - b. Any infraction of any applicable laws, rules and regulations and standards of Federal, Provincial, and Municipal governments or agencies as well as insurance underwriters and the MSA; or,
  - c. Any conduct or practice carried on or maintained by the Applicant which may harm or intend to harm the business or reputation of the MSA, or reflect unfavorably on the MSA, or other tenants of the MSA Student Center, or which might confuse or mislead the public and/or College community.
11. This contract is void without an attached Mohawk Students' Association confirmation sheet specifying details of spaces and event details.

Please email this completed form to [MSAevents@mohawkcollege.ca](mailto:MSAevents@mohawkcollege.ca) or drop it off at G109 with attention to Marketing & Communications Manager.