

MSA Student Table Booking

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



Date of Application:

Student Number:

Contact Information

First Name:

Phone:

Last Name:

Email:

Mailing Address:

Event Information

Name of Event:

Event Summary:

- Fundraising Awareness Campaign Event Promotion
 Other (please specify):

Is this event part of a class project? Yes No

Please provide a full description of the activities that will take place at this table:

Date requested for table booking:

Start time:

End time:

*Food of any kind cannot be sold or served.

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.

Applicant Signature:

Date:

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 facilities used 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 or sold from any Applicant whatsoever.
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 Centre.
7. Only furnishings provided directly by the Mohawk Students' Association are permitted for use. The Applicant will not make alterations, adjustments, or additions to provided furniture and equipment.
8. In the event that the Applicant fails to occupy the assigned space as specified in the MSA Student Centre 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.
9. The Applicant is liable for any 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 Centre, or which might confuse or mislead the public and/or College community.
11. This contract is void without written confirmation from a Mohawk Students' Association representative.

Please email this completed form to MSAreception@mohawkcollege.ca or drop it off at the MSA Offices in the Student Centre (G109).