



theDock

CENTRE FOR SOCIAL IMPACT

thedockvictoria.com

Terms and Conditions for Meeting Room Usage at theDock

1. Payment

We accept credit card, e-transfers and cheques as a method of payments. We need to have your credit card details as a security for the meeting room and possible damages. The user provides his details within their user profile on skedda.com. We will not charge your credit card unless we need to. Before charging your card we will always inform you.

Possible extra fees:

Damage fee - depends on damage

Last keycard - \$20

Cleaning fee (if necessary) - \$20

2. Cancellation

Cancellations are free of charge up to 24 hours before the booking.

Afterwards we charge 50% of the total sum of your booking.

Cancellations must be made by email to hello@thedockvictoria.com.

3. Usage

The usage starts on the time and date of the booking with our booking platform [skedda](http://skedda.com).

4. Insurance

theDock's insurance does not include loss, damage or corruption of your belongings, including your digital files or other work produced at

theDock - Centre for Social Impact
300 - 722 Cormorant Street V8W1P8, Victoria

theDock. theDock provides access to a password protected wifi network, but does not host or backup your electronic files. We don't have a server and only provide access to the internet, much the same way as your local coffee shop.

5. After Hour Events

For after hour events the renting party needs to present an Insurance Policy, naming both the renting Party and theDock as Additional Insured Parties. Please, provide a Certificate of Insurance at least 48 hours before your event. For events where alcohol is being served, the renting party must present a Liquor License.

6. Printing

Our networked printer can be accessed on a fee-for-service basis. Printing totals will be conveniently added to your monthly invoice.

Black and white printing per page	\$0.10
Colour printing per page	\$0.25