



## Reservation Contract

**Visit Orlando (21026)**  
**Tuesday October 16, 2018**

Centre Mont-Royal

<b>Organization:</b> Orange County Convention and Visitors Bureau <b>Name of client:</b> Mr. Larry Henrichs <b>Billing address:</b> 6277 Sea Harbor Drive, Suite 400 Orlando, (FL) 32821-8043 United States <b>Telephone:</b>	<b>CMR's contacts:</b> Director sales and business development: Luis Ribello  <b>Contact on site:</b> Ms. Debra Melnick <b>Set-Up time:</b> To be Determined <b>Client's arrival time:</b> Tue. Oct. 16, 18 17:00 <b>Participants' arrival time:</b> Tue. Oct. 16, 18 17:00 <b>Departure time:</b> Tue. Oct. 16, 18 23:59 <b>Dismantle:</b> Tue. Oct. 16, 18 23:59
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*Start by 3pm  
 4pm  
 5pm  
 8:30pm  
 DM  
 WWS*

Time	Room	Event	Set-Up	Number of Participants	Minimum Guarantee	Rental
<b>Tuesday October 16, 2018</b>						
17:00 - 19:00	FOYER MONT-ROYAL	Cocktail Reception	Cocktail crushing tables placed throughout Foyer	150	100	n/a
17:00 - 20:00	FOYER MONT-ROYAL	Exhibit <i>High bays</i>	15x48 tables with 2 chairs and waste basket.	-	-	n/a
17:00 - 20:00	MONT-ROYAL I	Conference	Theatre set-up	150	-	\$1 565,00

*DM  
 WWS*

Sub Total: \$1,565.00  
 GST (R33623335) @ 5,000% \$78.25  
 GST (1219889114) @ 9,975% \$150.11  
**Total: \$1,793.36**

**DEPOSITS\*:**

**1st deposit:**  
 \$1565.00 due and payable upon signature of agreement by July 26, 2018. Payable by credit card or wire transfer (payment instructions attached)

**2nd deposit:**  
 90% of all estimated charges including food and beverage 2 weeks prior to the event. Payable by credit card or wire transfer (payment instructions attached)

**Balance:**  
 The balance is due upon the receipt of the final billing. CMR reserves the right to charge the balance due to the credit card on file.

**Terms 30 days:**  
 Interest charge of 1.5% per month on all past due accounts.

**\* Please note that deposits are not refundable**

**SERVICES & CHARGES:**

**Audiovisual & Telecommunication**  
 Centre Mont-Royal's room rental is based on expected revenue from audio-visual and food & beverage. Therefore, please note that all audio-visual items such as projectors, screens, sound systems, rigging thrusters and risers cannot be brought into Centre Mont-Royal *We may bring our own technician. DM WWS*

All audio-visual requests should be completed 72 hours before the event. CMR will not be responsible for any delays in set-up or dismantle from audio-visual companies.

**Installation**  
 Event set-up times cannot be confirmed earlier than 7 days before the event start date. Centre Mont-Royal reserves the right to provide an alternate function room best suited for the group should the number of guests attending differ from the original number guaranteed

**Audio-Visual Set-up/Tear Down charges are applicable as stated below:**  
 \$175.00/hour - set-ups between 6 pm to midnight Monday-Friday  
 \$500.00/hour - set-ups between midnight to 6 am Monday-Friday  
 \$175.00/hour - tear down/dismantle exceeding 2 hours  
 \$120.00/hour - per two employees for set-ups modified 24 hours prior to event start time  
 Room rental is applicable for set-ups on Saturdays and Sundays

2200, rue Mansfield, Montréal (Québec) H3A 3R8  
 Téléphone: (514) 844-2000 . 1 866 844-2200 . Télécopieur: (514) 843-8500  
 info@centremontroyal.com / www.centremontroyal.com



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### Food & Beverage Services

Minimum guaranteed attendance as indicated above is not subject to reduction. The final number of participants to be confirmed 72 working hours prior to the event. The Centre Mont-Royal may accept up to 5% more guests to a maximum of 20 guests. No food or beverage can be brought into the centre. All food or beverage supplied by CMR must be consumed on site. 18% administrative fee as well as GST(5%) and QST(9,975%) are applicable on all prices. Prices are subject to changes without notice. Nevertheless Centre Mont-Royal can, after payment of the first deposit, guaranty the price up to six months prior to your event.

Take notice that additional charge of \$3.00/hour/guest will be added to your account whenever the duration of a breakfast or lunch exceed 2 hours or the duration of a dinner exceed 3 hours, from the moment the doors open to the coffee service. A surcharge will apply for events held on legal holidays.

### SERVICES AND ADDITIONAL EQUIPMENT:

Equipment	Price
Easel	\$17,00 ea / day
Flipchart	\$30,00 ea / day
Mirror	\$22,00 ea / day
CMR riser: panel of 6' x 8' x 8" - based on availability	\$42,00 ea / day
Dance floor	\$425,00 ea / day
Powerbar	\$22,00 ea / day
Electrical extension cord	\$17,00 ea / day
Electrical panel	\$150,00 ea / day
Electrical consumption for the electrical panel 120Amp	\$230,00 ea / day
Electrical consumption for the Camlock 208Amp	\$380,00 ea / day
Phone line & telephone (long distance charges will follow)	\$130,00 ea / day
Telephone extension cord (15 feet)	\$17,00 ea / day
High speed Internet line	\$100,00 ea / day
Table skirts	\$25,00 ea / day
Table cloth 54" x 120"	\$7,00 ea
Kiosk Package	Price
Kiosk package 6' (1 skirted and clothed table of 6' with 2 chairs)	\$38,00 ea / day
Kiosk package 8' (1 skirted and clothed table of 8' with 2 chairs)	\$39,00 ea / day
Electrical package for kiosk (1 electrical outlet 15Amp with an extension cord)	\$35,00 ea / day
Additional Equipment & Services	Price
Handling of boxes (10 boxes no charge)	\$2,50 ea / evt
Security Guard (Minimum 4 hours)	\$30,00 hr
Photocopies	\$0,40 ea
Coat Check (A minimum fee could be applied)	\$2,50 ea / day
Parking (independent ownership) at 2055 Metcalfe	\$17,75 ea / day
Health Expert (during your coffee break)	\$90,00 \$ / 20 mn
Added value services (Please contact us for more information)	Price
Photographer, Videographer, Massage on chair, promotional items, D.J. Music, Florist	To be Determined

Price are subject to change without notice / Taxes not included.

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PLEASE APPROVE AND RETURN BOTH COPIES (CONTRACT AND TERMS & CONDITIONS) SIGNED WITH THE FIRST DEPOSIT.

**Mount-Royal Center Inc.**  
 (Herein referred to as "CMR")

**Orange County Convention and Visitors Bureau**  
 (Herein referred to as "Client")

By: Luis Ribeiro

By: KATH SWIDEN  
~~Mr. Barry Monclache~~

Date: July 18, 2018

Date: 7-17-18

First contact date: Thursday June 14, 2018

Signature: Kath Swiden

Title: VP OF BUSINESS AFFAIRS

*This agreement is governed by and subject to the "Terms & Conditions" appearing on the reverse side.*

**Inquire now about our Christmas packages**

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