



Armstrongs' Counselling Services
Donna & Murray Armstrong

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Rental of Second Floor Office

Facility

- 300 sq/ft. (15' x 20') fully furnished office space with air conditioning and sound proofing
- Incandescent sconce lighting with dimmer switch and/or overhead full spectrum lighting
- Office furniture: Natural oak office desk, double bookshelf, filing & storage cabinets
- Includes: access to a fully equipped kitchen and waiting room
- Communication services: local phone services with sharing owners phone number
- Washroom available on the main and the second floor
- Workshop/Group Room/Audio-Visual equipment and teaching aids available at an additional fee
- Rental Fee Does not include: long distance phone service and internet service
- Owners are willing to install a new renter's phone/internet service for long term rental contracts

Rates of Rental Fees: Based on an \$ 15.00/hourly rate

Mornings Available - Monday - Friday 7:00 am - 12:00 = 5 hrs/morning = \$ 75/morning

Evenings Available - Monday - Friday 7:00 pm - 12:00 = 5 hrs/evening = \$ 75/evening

Weekend Available - Saturday &/or Sunday 24 hrs x \$15 = \$ 360 - reduced(17%)= \$ 300/weekend

Weekly Mornings or Evenings as a Block 5 mornings = \$ 375 - reduced(20%)= \$ 300/week

Monthly Mornings or Evenings (Avg./month) 20 mornings=\$1,500 - reduced(20%) = \$1,200/month

Conditions

- Full rental fee due at the time of booking
- Repairs for damages by you or your clients will be your full financial responsibility
- Access codes to main door and the security system to be kept fully confidential

Murray and Donna hope you enjoy our facility as much as we enjoy creating it.

Rental Contract for Second Floor Office Space

Person Renting: (Print First Name) _____ (Last Name) _____

Phone Number (Home) _____ (Work) _____ (Cell) _____

Address _____

City, Province _____

Postal/Zip Code _____ (email) _____

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Rental Contract Booking Calculations:

- Circle the Block Required:**
(Mornings': 7am - 12) (Evenings': 7pm - 12) (Saturday) (Sunday) (Weekend)
- Circle the Day Required:**
Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- Circle the Rate Required:**
Morning Block Evening Block Weekly Block Monthly Block Weekend Block
- Dates Requested:**
Starting From: _____ Ending Date: _____
- Number of Blocks Required:**
Total Number of Blocks Required: _____

Rental Fee Rates & Calculations:

- **Monthly @ \$ 1,200 x Number of Monthly Blocks** - _____ = _____
- **Weekly @ \$ 300 x Number of Weekly Blocks** - _____ = _____
- **Per Block @ \$ 75 x Number of Individual Blocks** - _____ = _____

Total _____

Contract Agreement

My door code will be: _____ and my security code will be: _____

I agree to keep both numbers strictly confidential and for personal use only.

I understand that I will be legally responsible for any damage that occurs while renting this facility.

I, Print Name: _____, **agree to the conditions of this rental contract.**

Date: _____ **Cheque #:** _____ **Amount Paid** _____

Donna & Murray thank you for your patronage and hope you enjoy our facility was much as enjoy creating it.