



dragonfly

booking terms

1: Contract Signing

Once a date has been confirmed and rental package has been chosen, Dragonfly will forward a rental contract to be signed by an authorized representative of the Production or Client. The Dragonfly Studio will not be held without a signed contract.

2: Payment Terms

A 50% deposit is due upon signing of contract. Balance is due the first day of the studio rental day(s). Full pre-payment upon signing of contract is also an option.

3: Payment Methods

Acceptable payment methods include:

1. E-transfer (to be sent to klarsen@dragonflymeetings.com with an email specifying the password)
2. Credit Card (3.95% transaction fee)
3. ETF
4. Cheque (payable to Dragonfly Meeting Solutions Inc.)
5. Cash

4: Cancellation Fee

After signing the rental contract, if booked studio should be cancelled or moved, you will be responsible for a cancellation fee.

If the booking is cancelled more than 72 hours prior to the booked day(s), the cancellation fee will be 50% of the studio rental fee.

If the booking is cancelled less than 72 hours prior to the booked day(s), the cancellation fee will be 100% of the studio rental fee.

If the booking is postponed less than 72 hours prior to the booked day(s), 50% of the cancellation fee will be put towards the new booking.

5: Production Insurance

You must provide a certificate of insurance for General Liability coverage of min. \$2 Million, listing Dragonfly Meeting Solutions Inc. as an additional insured party. The address to use for insurance policies is Suite 711, 7191 Yonge Street, Thornhill, ON L3T 0C4.