

SAMPLE COMMUNITY CENTRE RENTAL AGREEMENT

APPLICATION AND AGREEMENT FOR THE USE OF _____
COMMUNITY CENTRE

THIS AGREEMENT MADE BETWEEN _____ COMMUNITY CENTRE AND
_____ (Lessee)

on this _____ day of _____ 20____ (Applicant must be of the age of majority which is 18)

Name of Applicant: _____ Phone #: _____ (w) Cell#: _____

Address: _____ Postal Code: _____

Name of Contact: _____ Phone#: _____ (w) Cell#: _____ Email: _____

Date of Event: _____ Type of Event: _____

Hall Capacity: _____ Number of Guests Attending: _____ Will alcoholic be served: Yes ___ No ___

Set-up Time: _____ (\$20.00 per hr.) Event Start Time: _____ Event End Time: _____

Liquor Events Hall Rental Costs: \$ _____ plus Damage Deposit \$ _____

Deposit of \$ _____ Received _____ day of _____ 20____ (to be paid at time of booking)

Damage Deposit of \$ _____ due on _____ day of _____ 20____

Balance of \$ _____ due on or before _____ day of _____ 20____

Total Rental Fee Paid in Full on _____ day of _____ 20____

Other Non-Liquor Social Events Rental Fees: \$ _____ Per Hour

Liability Statement: By signing this Rental Application and Agreement, the Lessee agrees to assume the responsibility and legal liability for the above described event, and to abide by all the Conditions, Rules and Regulations printed on the back of the Application/Agreement. Additionally, the lessee agrees to indemnify, defend and hold harmless the Community Centre, General Council of Winnipeg Community Centres and the City from any and all claims for bodily injury or property damages that may arise out of or in connection with this Agreement and use of the premises. The Lessee has also reviewed, has agreed to all and initialed the Conditions, Rules and Regulations on the back of this agreement.

Signature of Applicant/Lessee: _____ Date: _____

Signature of C.C. Signing Authority _____ Date: _____

Cheques are Payable to: _____ Community Centre

CONDITIONS, RULES AND REGULATIONS:

RENTAL HOURS FOR SOCIALS – 8:00 P.M. to 1:00 A.M. Bar closes and music ends at 1:00 A.M. The hours of the event must be printed on the tickets. A sample ticket must be provided to _____ Community Centre as soon as possible.

RENTAL DEPOSIT – due at the time of signing the Rental Agreement.

DAMAGE DEPOSIT – damage deposit refundable 7 days after the event with the following provisions; event ended on time, there was no damage to hall or its contents, tables were cleared and trash placed in the garbage cans.

FORFEIT OF DAMAGE DEPOSIT - any damages that occur during the event by the Lessee or their guest will be deducted from the \$350.00 damage deposit.

CANCELLATIONS - no refunds of deposits. The Lessee is responsible for payment in full if the event is not cancelled at least 6 weeks prior to the scheduled event.

ITEMS INCLUDED IN RENTAL FEE – 2 bartenders, set up and take down.

ITEMS NOT INCLUDED IN RENTAL FEE – the Lessee is responsible to provide mix, table Cloths (tables must be covered by disposable plastic cloths), liquor tickets, cash box, paper plates, plastic beer cups, serving trays, cutlery, coffee, condiments, etc.

1. All beer shall be served in plastic glasses. Beer bottles are not to leave the bar area. Alcohol beverages cannot leave or be consumed outside of the hall.

2. There shall be no sale of beer or liquor after the bar is closed at 1:00 a.m. All liquor and beer not consumed during the function must be removed from the building immediately following the closure of the bar.

All tables must be cleared off, and garbage placed into the garbage cans before leaving.

2. The kitchen (if part of rental agreement) must be cleaned, floors swept and all personal items removed.

3. The Lessee hereby agrees to maintain said premises in the same condition, order, and repair in which they are at the commencement of the event. The Lessee shall be liable to _____ Community Centre for any and all such damage or loss occasioned to the premises and its properties caused by the acts or negligence of the Lessee or any persons in the employ or under the control of the lessee.

4. The lessee assumes all risk for the scheduled event and shall be solely responsible and answerable for all damages, accidents, and injuries to persons and to personal property and hereby covenants agrees to indemnify and keep harmless _____ Community Centre and it's representatives from any claims, suits, losses, damage, or injury to person or property of any kind and nature whether direct or indirect arising out of the operation of this permit or the carelessness, negligence, or improper conduct of the Lessee or any servant, agent, or employee. This Agreement is not transferable. The renter agrees not to represent himself as an agent or associate of _____ Community Centre.

5. The renter shall indemnify and save _____ Community Centre, General Council of Winnipeg Community Centres and the City of Winnipeg harmless from any and all claims liability, losses, and causes of actions which may arise out of the operation of the renter's function under the lease agreement and shall pay all costs and judgments which may issue thereon.

6. Rentals where liquor is served must be vacated one hour after the scheduled time of the event as stated on the MLCC Permit.

7. Number of participants expected must be stated, strictly adhered to and not exceed the maximum capacity of _____.

8. Additional charges may be made if equipment or maintenance services are required.

9. Use will be limited to specific areas as stipulated.

10. Absolutely no loitering in front of building. Absolutely no smoking allowed within the building or within 20 feet of the front of the building.

11. _____ Community Centre reserves the right to cancel the event for not abiding by regulations, misconduct, or another action detrimental to participants or to the centre.

12. If having a party catered or renting any equipment, it must be removed immediately after the event.

13. _____ Community Centre will not be responsible for any lost or damaged goods.

Initialed by Applicant: _____

Date: _____

SAMPLE