

# Wynndel Community Centre (WCC) Rental Agreement

Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Liquor Permit # (If Required) \_\_\_\_\_ Maximum Hall Capacity: 300 people

## Rental Rates

<u>Facility</u>	<u>Rate</u>	<u>Damage Deposit*</u>
Upper Hall (Includes small kitchen/no dishes)	\$15 per hour min 2 hours or \$125 per day	\$125
Lower Hall	\$15 per hour min 2 hours or \$60 per day	\$60
Commercial Kitchen (Includes dishes for 200)	\$200 per day with cooking \$150 per day without cooking	\$200 \$150
Entire Hall one Day	\$385	\$385
Entire Hall two days (ie. Friday noon to Sunday noon)	\$520	\$520
Arts Centre	\$15 per hour, min 2 hours, \$30 per day	

### \* Damage Deposit:

- Required on booking date.
- Refundable in a timely manner pending hall inspection
- If required additional cleaning fee of \$25 per hour deducted from damage deposit

Total Rental Fee \_\_\_\_\_ Total Damage Deposit \_\_\_\_\_

Deposit Received \_\_\_\_\_ Date Received \_\_\_\_\_

Balance Owing \_\_\_\_\_ Date Received \_\_\_\_\_

Renter's Initial \_\_\_\_\_

## Rights of Wynndel Community Centre (WCC) and Responsibilities of Renters

### Conditions

#### 1. General

- All music must cease by 2:00 AM and guests and occupants must vacate the building by 2:30 AM.
- Overnight parking of vehicles (only) whose drivers are unfit to drive is permitted.
- WCC is not responsible for vehicles parked on WCC premises or for any items left on site by Renters or visitors.
- WCC furniture and assets are for indoor use only.
- WCC is a smoke-free facility. Receptacles for butts are available outside. It is the responsibility of the Renter to remove butts etc from the parking lot.
- Candles or other items with open flames are NOT permitted in the facility. LED candles are permitted.
- Materials such as glitter, confetti, birdseed, rice, straw or hay are not permitted in the Hall or on the grounds.
- All exits must remain clear for safe and easy access.
- The Renter shall leave the rental area(s) in a clean and tidy condition, including:
  - placing all items back to the location from which they were moved.
  - sweep floors and if necessary wash spills/sticky spots on floors.
  - wash, dry and store tables as per diagram in storage locations.
  - return and stack chairs as per diagram in storage locations.
  - place all garbage in dumpster (key provided)
  - lower thermostats to 10 degrees when leaving Hall.
  - ensure all doors are locked securely.

#### 2. Food and Alcohol

- The following permits may be required depending on the the circumstances and are the responsibility of the Renter. Permits must be presented at time of access:
  - **Food Safe** Kitchen person on site when food is being served to the public.
  - **Special Occasion Liquor License** when alcohol is being served or sold.
  - **Serve-it-Right** bartender.
  - **Event Liability Insurance** - If alcohol is being consumed on the property during the rental, the Renter must acquire Event Liability Coverage Insurance to the limit of \$2,000,000. The Wynndel Community Centre must be named as additional insured in the policy. Proof of insurance must be presented to a board member **with final payment** or the event may be cancelled.
- "Food Safe" methods for dishwashing and kitchen clean-up must be followed.

- What to bring: ladder(s) for decorating, extension cords, only 3m command hooks are allowed, please do not put any holes in the walls and remember they need an hour after you put them up before use,
- Tea towels and washcloths for bar area. Linens are provided in downstairs kitchen.

Renter's Initial\_\_\_\_\_

**3. Cancellation Policy**

3.1 \$50. fee for rental cancellation 2 weeks before rental date.

3.2 Forfeiture of damage deposit if cancellation within 2 weeks of rental date.

3.3 The WCC reserves the right to cancel the agreement up to 48 hours prior to the day of use/or at any time when a state of emergency is declared by authorities or unsafe environmental conditions exist in the opinion of the WCC Board of Directors. In such an event, Renter agrees that the WCC shall have no responsibility or liability for any disruption or damages or loss that the Renter may suffer or incur due to such a cancellation. The WCC shall attempt to notify Renter as soon as possible if such cancellation occurs. All fees paid will be returned.

**4. Regulations**

**4.1** The Renter/User shall indemnify and save harmless the Wynndel Community Centre (also known as WCC), its directors and employees from and against all claims, demands, costs, actions, or suits of any nature or kind whatsoever attributable or in any way related to or arising from this rental/use or event hosted by the Renter/User, including all allegations and liabilities based upon contract, tort or stature.

**4.2** The Renter may not re-assign, transfer nor amend the terms of this agreement without the express written consent of an official of the Board of Directors of the Wynndel Community Centre.

In fixing my signature I have read, understood and agree to comply with the above rights, responsibilities and regulations.

Signature of Renter:\_\_\_\_\_ Date:\_\_\_\_\_

**Amount of Damage Deposit returned\_\_\_\_\_ Date Returned\_\_\_\_\_**