

# CANORIENT COMMUNITY CENTRE INC.

40 Hanlan Road, Units 40 & 41, Woodbridge Ontario L4L 3P6 Ph: 647-868-8084

## HALL RENTAL AGREEMENT (Member's)

Agreement made in duplicate –This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

BETWEEN CANORIENT CHRISTIAN ASSOCIATION OF METROPOLITAN TORONTO INC., herein after

called the Lessor AND \_\_\_\_\_ herein after called the Lessee.

### LESSEE PERSONAL INFORMATION

*Member's Name:	
Address:	
Email address:	

### CONTACTS:

CONTACTS:			
<u>HOME PHONE</u>	<u>WORK</u>	<u>CELL</u>	
<u>ALTERNATE CONTACT</u>	<u>NAME</u>	<u>PHONE</u>	<u>EMAIL</u>

**\* Member rates are offered when the person making the reservation for the event is a paid member of the association both in the year that the reservation is made and the year the event is held. The member signing the agreement must also be the one hosting the event and liable for any damages incurred. All payments and deposits required must be made by the member signing the agreement. Member rates cannot be applied to events hosted by non member(s). The Lessee not meeting these conditions for member rates will be subject to the General rates published as at the date of the agreement being signed. Where applicable, difference in amounts owing as a result of a rate change for a higher value will be subject to deduction from the deposit held by the Lessor.**

### HALL RENTAL INFORMATION

<u>EVENT DATE:</u>	<u>START TIME</u>	<u>END TIME</u>	End time must be the earlier of 7 Hours from start time or 1.00 AM the night of the event.
TYPE OF EVENT	NUMBER OF PERSONS*	* The number of persons attending will NOT Exceed 145	

<u>WILL ALCOHOL BE SERVED?</u>	<u>YES</u> <input type="checkbox"/>	<u>NO</u> <input type="checkbox"/>	<u>IF YES A SPECIAL OCCASION LIQOUR LICENCE PERMIT MUST BE OBTAINED BY THE LESSEE IN ADVANCE OF THE EVENT.</u>
<b>RENTAL AMOUNT</b> <b>\$450.00</b>	<b>SECURITY / DAMAGE DEPOSIT</b> <b>\$300.00</b>		The Rental and Security Damage amounts are subject to details referenced in the Terms & Conditions section of this agreement.

- Terms, conditions and rental fees shown here is effective **JANUARY 1, 2012.**
- Terms and conditions are subject to change at any time and they will apply to all rentals taking place immediately after the change, regardless of the time of booking. Rental rates can change any time; however, upon payment at minimum of the full damage deposit the rates will be reserved.
- Where applicable the rental agreement and all applicable schedules must be completed in it's entirety at the time the contract is signed.

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- Confirmation of the booking and the use of the rented premises is subject to approval of the Executive Committee of the Canorient Christian Association of Metropolitan Toronto, and will be used exclusively for the of the aforementioned function per the date identified. The number of persons attending the function will **NOT** exceed **145**.

### TERMS & CONDITIONS OF HALL RENTAL AGREEMENT

#### General Rates

MONDAY TO THURSDAY: **\$300.00** \*

SATURDAY, SUNDAY & HOLIDAYS: **\$450\***

HOURLY RATE: **\$100.00**

\* Maximum 7 (Seven) Hours between **10 AM and 1:30 AM**

- A. A booking is only firm and binding subject to existence of a signed Agreement and all applicable Schedule(s) and receipt of the required damage deposit in full at the time the booking is made. The agreement and the applicable schedule(s) must be signed by the Lessee and the Lessor.
- B. Payment of the rental agreement in full must be received by the Lessor at minimum **15 days** in advance of the event date.
- C. Keys to the facilities will only be given to the Lessee 1 day in advance of the event subject to there being no other function on that day. Alternatively, the keys will be handed to the Lessee on the day of the event itself.
- D. The Lessee agrees to accept full responsibility for any damage(s) to any part of the premises and/or equipment, furniture and fixtures contained therein.
- E. The Lessee agrees and shall be present at all times during the occupancy of the rented facilities. The Lessee is responsible for the conduct of all persons using the facilities, both within the premises and/or the external areas surrounding the Community Centre rented facilities. i.e. the common elements, landscaping, parking areas and neighboring units of the York Condominium Corporation No: 545 hereinafter referred to as the Condominium Corporation.
- F. The Lessee is responsible for ensuring that their guest attending the function are made aware of the evacuation procedures in the event of an emergency.
- G. **Liability:** The Lessee hereby agrees to indemnify and save harmless the Canorient and/or its officers and directors against any and all claims, damages or losses brought against the Canorient and/ or its Officers and Directors in respect to any loss, damage or injury or death to any person(s) or property either directly or indirectly resulting from the Lessee and or their guest occupancy and/or use of the premises, its fixtures, chattels and/or equipment.
- H. **Liquor Licence:** The Lessee agrees that there will be no sales or consumption of alcohol unless it is approved by the appropriate Liquor Licence authorities of Ontario through their issuance of a special occasion permit which is valid for the date of the function. All distribution and/or consumption of alcohol must be conducted in accordance with the regulations and details identified in the approved special occasion permit issued for the specific function and date. Distribution of liquor must cease immediately at or prior to the time stipulated on the permit. **A copy of the approved license must be provided to the Lessor at minimum 5 days in advance of the function/event date.**

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**IN ACCORDANCE WITH THE LICENCING REGULATION, ALL DISTRIUBTION AND CONSUMPTION OF ALCOHOL CAN ONLY BE CONDUCTED INSIDE THE RENTED PREMISES. NO DISTRIBUTION OR CONSUMPTION OF ACLHOL IS PREMISTTED OUTSIDDE THE PREMISES.**

- I. **Decorating the Premises:** The Lessee agrees that decorations or posters or any such material will NOT be glued or pasted or taped to the walls or ceilings or floors. The use of Glue, Tape, Staples, Thumb Tacks, Nails, Hooks and Screws or any such material is strictly prohibited. In addition the floors will not be marked in any way. The use of fireworks, pyrotechnics and/or other such flammable substances or open flames is strictly prohibited. The use of any of the prohibited items will result in penalties assigned to the Lessee. The Lessee in addition to penalties will also be responsible for resulting damages and repairs should there be any use of prohibited items.
- J. **Damages / Repairs:** Repairs, damages and or clean up requirements to the premises (internal and/or external) and any of the surrounding areas created by the Lessee and or any of the persons present at the event will be the responsibility of the Lessee. The Lessee agrees to assume the responsibility for making restitution for any cost incurred by the Canorient (Lessor) in full. Where applicable, the Canorient will reserve the right to retain all or any portion of the damage deposit made by the Lessee. Additional payment for damages if required will be paid to the Canorient (Lessor) by the Lessee.
- K. **Duration of Use of Facilities:** The Lessee agrees to end the function/event at the time identified in this agreement. The Lessee and their guest will be given a maximum of one ½ (Half) hour or 30 minutes to clean up and leave the premises. In any event the Hall must be cleaned and locked up after the expiry of 7.5 hours from the starting time identified on this agreement. The latest hour will be by 1.30AM on the night of the event. Failure to vacate the premises after the allowable 7.5 hours (Includes 30 minutes grace time) will result in additional overtime charges to the Lessee at the hourly rate of \$100.00 as identified in this agreement in sections A & B respectively. The Lessee will be responsible for payment of the full hourly rate/hour regardless of the number of minutes used in each extra hour. Overtime charges incurred are subject to deductions from the damage deposit held by the Canorient (Lessor).
- L. **A copy of this signed agreement by** both parties must be in the possession of the Lessee at all time while on the premises. If a liquor permit has been obtained it must be displayed in the bar area during the function/event.
- M. **Clean Facilities:** The Hall and associated facilities will be delivered professionally cleaned to the Lessee prior to the function/event. The Lessee is expected to return the hall and the associated facilities in a reasonably clean state at the conclusion of the function. Cost if any for cleaning the facilities above and beyond the standard professional services will be assigned to the Lessee. The Lessee is responsible for the removal and clearing of all debris including used empty bottles and all other disposable items resulting from their use during the function. The debris must be collected and disposed off in the appropriate disposable bins as identified to the Lessee. The clean up includes items from the tables, chairs and the floors as may be necessary. The Lessee is also responsible for removing all of their personal belongings and equipment prior to leaving the premises at the conclusion of the function/event.
- N. **RENTAL TERMS:**
- I. A Security / Damage deposit in the amount of **\$300.00** must be received by the Canorient at the time of signing the agreement. (At minimum 7 days in advance of the event date) – The agreement is only binding upon receipt of the Security / Damage deposit by the Canorient.

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- II. The Rental amount of **\$450/-** must be received by the Canorient (Lessor) at minimum 2 weeks in advance of the function/event date.
- III. Where applicable, a copy of the approved Liquor License must be provided to the Canorient (Lessor) at minimum 5 days in advance of the function/event. A copy of this license will be attached to the signed rental agreement and retained by the Lessor.
- IV. Persons managing the bar for the event should be Smart Serve Certified personnel.
- V. The Hall and the associated facilities is a smoke free environment. No Smoking is permitted anywhere inside the premises. Smoking is only permitted in designated areas in the immediate vicinity outside the premises. Smokers must use the receptacles provided for ashes and residue smoking waste. Littering on the grounds of the property outside the premises may result in the Lessee being charged for clean up or any other damages resulting thereof. Fines incurred as a result of smoking inside the premises will be for the account of the Lessee.
- VI. Included in the rental agreement are the use of the Hall, the kitchen facilities including the Stove & Oven, Microwave oven, the two stand up fridges, the sink, the bar counter (Excluding the bar coolers), Tables and Chairs and the clean and stacked washroom facilities.
- VII. Unused chairs, tables or any other fixtures must remain within the confines of the hall and must NOT be taken outside the premises.
- VIII. The Lessee must strictly adhere to and abide by all the Emergency Evacuation procedures provided by the Lessor.
- IX. The maximum number of persons attending the function/event and/or using the facilities WILL NOT EXCEED 145 PERSONS.

### **O. CANCELLATION POLICY:**

- I. The Canorient (Lessor) reserves the right to cancel this agreement at any time in the event of an emergency beyond our control or in the event there is a misrepresentation made for the use of the Community Centre / rented Facilities. Any clause in this agreement is subject to cancellation or alteration by the Lessor at any time. Notice of cancellation applicable to misrepresentation of material facts will be provided to the renter at least one week in advance of the function/event date. Cancellation notice applicable to emergencies beyond our control will be provided soon after such situations occur. The Security / Damage Deposit in such circumstance will be refunded in full.
- II. The agreement can be cancelled by the Lessee 90 days in advance of the function / event date without any penalties or withholdings of the Security / Damage Deposit. If notice for the cancellation is less than 90 days but more than 60 days a 50% of the damage deposit will be retained by the Lessor. If Cancellation notice by the Lessor is made within less than 60 days prior to the function/event date there will be NO REFUND of the Security / Damage Deposit.

### **P. RESTRICTIONS:**

- I. Gambling and any other form of illegal or morally objectionable activities are strictly forbidden.
- II. The Piano and the audio visual equipment must not be used or moved from their current location.
- III. The audio Visual equipment including the speakers is not included with the rental. You MUST make your own arrangements for such equipment.

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- IV. The Community Centre is a “SMOKE FREE” facility and smoking anywhere on the premises is STRICTLY PROHIBITED. Smoking is only permitted in designated areas outside the premises. Receptacles provided for smokers waste material must be used to avoid any clean up cost resulting from any littering. Please ensure all guest are reminded to respect our property and those of the surrounding neighbors. Smokers must refrain from congregating in front of the Emergency Exits. Fines incurred as a result of smoking inside the premises will be for the account of the Lessee.
  
- V. The Stove and Microwave equipment is to be used for the purpose of warming dishes as required. Cooking anywhere on or off the premises is NOT PERMITTED.
  
- VI. All activities conducted and equipment used must comply with the following:
  - The Ontario Fire Code
  - All Municipal & City Fire Safety related by-laws
  - The Occupational Health and Safety Act
  - By-Laws of the Town of Vaughn
  - By-Laws, rules and regulations of the Condominium Corporation
  - By-Laws, rules and regulations of the Canorient Christian Association of Metropolitan Toronto.
  - Liquor License Act of Ontario

CONTRAVENTION OF ANY OF THE AFOREMENTIONED RESTRICTIONS AND OR THE TERMS AND CONDITIONS NOTED HEREIN WILL RESULT IN FORFEITURE OF THE SECURITY / DAMAGE DEPOSIT AND ASSIGNED LIABILITY TO THE LESSEE AND THEIR GUEST.

I/WE the undersigned have read and understood all of the aforementioned details including the Rental Terms & Conditions contained in this agreement for the rental of the Canorient Community Centre. I/We hereby agree to comply with all of the terms and conditions noted herein.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE OF LESSEE

\_\_\_\_\_  
DATE

### **FOR AND ON BEHALF OF THE CANORIENT CHRISTIAN ASSOCIATION**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**DATE**

**CANORIENT COMMUNITY CENTRE INC.**

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**RECEIPT: RENTAL DEPOSIT**

Received from \_\_\_\_\_, the Renter the sum of **\$300/-** as deposit on the rental of the Canorient Community Centre Inc. located at 40 Hanlan Road, Units 40/41, Woodbridge, ON L4L 3P6 on \_\_\_\_\_

The undersigned hereby certify that the above mentioned amount has been received.

FOR AND ON BEHALF OF THE CANORIENT COMMUNITY CENTRE INC:

\_\_\_\_\_  
PRINT NAME AND SIGN

\_\_\_\_\_  
DATE

**RECEIPT: RENTAL AMOUNT (FULL PAYMENT OF HALL RENTAL)**

Received from \_\_\_\_\_, the Renter the sum of **\$ 450/-** as final payment on the rental of the Canorient Community Centre Inc. located at 40 Hanlan Road, Units 40/41, Woodbridge, ON L4L 3P6 on \_\_\_\_\_

The undersigned hereby certify that the above mentioned amount has been received.

FOR AND ON BEHALF OF THE CANORIENT COMMUNITY CENTRE INC:

\_\_\_\_\_  
PRINT NAME AND SIGN

\_\_\_\_\_  
DATE

**RECEIPT: RENTAL DEPOSIT REFUND**

Received from The Canorient Community Centre Inc. the sum of **\$300/-** as the deposit on the rental of its premises located at 40 Hanlan Road, Units 40/41, Woodbridge, ON L4L 3P6 on \_\_\_\_\_

The undersigned hereby certify that the above mentioned amount has been reimbursed.

\_\_\_\_\_  
SIGNATURE OF RENTER

\_\_\_\_\_  
DATE

FOR AND ON BEHALF OF THE CANORIENT COMMUNITY CENTRE INC:

\_\_\_\_\_  
PRINT NAME AND SIGN

\_\_\_\_\_  
DATE