

**ELMWOOD COMMUNITY CENTRE With Bar RENTAL CONTRACT**  
**38 Concession Road 10, Elmwood ON N0G 1S0**

This rental contract is between the Municipalities of West Grey and Brockton as represented by the Elmwood Community Centre (**the lessor**), and,

Name of group/organization (**the lessee**) \_\_\_\_\_  
Contact person \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Residence/cell # \_\_\_\_\_  
Email \_\_\_\_\_

RENTAL DATE \_\_\_\_\_ Set up Time \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_  
\*Set up time is when door will be unlocked (important to notify if time changes)

Approx. No. of people attending event \_\_\_\_\_

Equipment & services required:

Set up or equipment charges may apply – **See Appendix B**

Advanced Internet Capabilities ( )      Flip Chart ( )      Screen ( )  
Microphone ( )      LCD Projector ( ) \$5.00 Fee

Purpose of Rental:

Wedding reception \* ( )      Meeting ( )      Anniversary ( )  
Stag & Doe \* ( )      Banquet ( )      Social ( )  
Celebration of Life ( )      Other \_\_\_\_\_

\* Names of 2 door monitors (Licensed event) \_\_\_\_\_  
\_\_\_\_\_

Name of Caterer & Phone # \_\_\_\_\_ Arrival Time \_\_\_\_\_

**RENTAL FEE \$** \_\_\_\_\_ (See Appendix B to calculate fee)

Damage Deposit fee included \_\_\_\_\_

Separate cheque for Damage Deposit \_\_\_\_\_

I/We hereby agree to rent the above facility at the rental fee shown in **Appendix B**. In accordance with the conditions (pages 2 & 3) of this contract. Without prior notice it is understood that all rental rates are subject to adjustment effective or retroactive to January 1<sup>st</sup> of each year.

Signature of Lessee \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## CONDITIONS OF RENTAL AGREEMENTS

1. Lessee will return a copy of the signed contract and a deposit equal to half of the total fee. Balance of the rental is due and payable 30 days prior to the function. If booking within 30 days of the function, payment will be made in full. Cheque payable to: **Elmwood Community Centre**. Mail: c/o Booking Agent - See page 5 for complete info.
2. Elmwood Community Centre (ECC) will be responsible to see that the facility and equipment as outlined in the contract are prepared for use by the Renter (Lessee).
3. The Lessee shall be responsible for any damages to the ECC property/facilities and for any missing or damaged property/facilities as a result of their event.
4. The Municipalities of West Grey and Brockton, and the Elmwood Community Centre Board are not responsible for any personal injury or damage, or for any loss or theft of personal items or equipment of anyone attending the event on invitation of the Lessee.
5. The Lessee and/or caterer is responsible for complete clean up of the kitchen, as well as removal of all garbage, recycling, cleaning and wiping of all tables and chairs, and spills on the floor. This applies to all facility events and will result in additional costs if not complied with. **See Appendix B**
6. All property belonging to or brought to the facility by the Renter (Lessee) shall be removed the same evening of the event. An additional day's rental will be charged unless prior arrangements have been made.
7. The dance floor is newly repaired/refinished. Please do not drag tables & chairs, do not use tape on the floor and do not carry beverages when dancing.
8. It is clearly understood by the Renter (Lessee) that no confetti, unauthorized dance wax, candles or oil lamps will be used. Using a space within the facility that is not part of this agreement will result in additional charges. **See Appendix B**
9. If either party is unable to meet the conditions of the agreement because of natural disaster or other causes beyond their control, neither party will be liable, and both will make best efforts to reschedule the event at a mutually satisfactory date or agree on a total cancellation.
10. Tape, nails and thumbtacks are not permitted to be used on any of the walls of the Elmwood Community Centre. Items from the downstairs banquet hall and kitchen are not to be taken upstairs or vice versa.
11. Minors must be supervised at all times by an adult.
12. The Renter (Lessee) is responsible for ensuring all doors and windows are secure before leaving the facility.

## **Conditions for all Special Occasion Permit functions**

1. All activities shall be in accordance Brockton's Municipal Alcohol Policy By-Law 2014-64 and the Ontario Liquor License Act must be adhered to.
2. Party Alcohol Liability (PAL) insurance in the amount of \$5,000,000 is required for all Special Occasion Permits. The Lessee agrees to assume full liability for any accident which may occur as a result of its use of the premises, either to the Lessee or to those invited to the premises by the Lessee. **The Municipalities of West Grey, Brockton and the Elmwood Community Centre** must be added to the PAL insurance as additional insurer.
3. When security is required, the ECC (Lessor) will use licensed security and they will be duly bonded and licensed. The Lessor will arrange for the security and provide invoice to the Renter (Lessee).
4. A damage deposit of \$200.00 is required and will be returned upon final payment of balance owing and inspection of facility after the event.
- 5 The Renter (Lessee) is responsible for a copy of the Special Occasion Permit and a copy of the PAL insurance to be sent to the ECC (Lessor) 3 weeks prior to the event. Both will be posted, along with the liquor receipt the day of the event in the facilities bar area as required by law.
6. The Renter (Lessee) is responsible for obtaining all alcohol required. The Lessee must also supply all ticket sellers, door monitors, tickets, table cleaners and supplies. Ticket sellers and door monitors must be 18 years of age or older and have their Smart Serve.
7. Bar mix and supplies (cups, pop, ice, juice) will be supplied by the ECC (Lessor).
8. Use of the Elmwood Community Centre Bartenders is mandatory for all Special Occasion Permit functions. Stag and Does Require Security company bartenders. All licensed events are to end by 1:00 a.m. and all evidence of the service and consumption of alcoholic beverages shall be removed from the premises 45 minutes after the end of the time indicated on the Special Occasion Permit.
9. The Renter (Lessee) is responsible for clearing out alcoholic containers (full or empty) from premises the night of the event.
10. All property belonging to or brought to the facility by the Lessee shall be removed the same evening as the event. **See Appendix B**
11. The Renter (Lessee) agrees to clear the facility by 2:00 a.m. **See Appendix B**

The Renter's (Lessee) signature (Pages 2 &3)\_\_\_\_\_and date \_\_\_\_\_

## ELMWOOD COMMUNITY CENTRE APPENDIX B – Rental rates for 2022

Two Floor Special (Auditorium, Banquet Room & Kitchen)	495.00	_____
Auditorium, bar & small serving kitchen	330.00	_____
Downstairs Banquet Room & Kitchen	275.00	_____
<u>Downstairs kitchen only:</u>		
Kitchen, including appliances	165.00	_____
Stoves/ovens only	25.00	_____
Dishwasher only	25.00	_____
Base cost (without appliances)	125.00	_____
Auditorium Special Event (e.g., Buck & Doe)	410.00	_____
Set up: evening prior to event 7:00 p.m. – 10:00 p.m.	100.00	_____
Celebration of Life (either auditorium or banquet hall)	240.00	_____
Downstairs Banquet Room - no access to the kitchen	165.00	_____
Equipment & services – additional fee for use of LCD projector	5.00	_____
Picnic Shelter including both kitchen and bar area*	110.00	_____
Picnic Shelter with either the kitchen or bar area*	90.00	_____
Picnic Shelter only (\$60 total if also using ball diamond)	50.00	_____
Ball diamond		_____
<u>Special Occasion Permit functions – additional fees</u>		
Bartenders (2 bartenders x # of hours each x \$20/hour)		
example 8 p.m. to 1 a.m. = 5 hrs. x \$20/hr. x 2 bartenders	200.00	_____
Bartenders Prep and Cleanup (1 hour each x 2 bartenders x \$20 each)	40.00	_____
*SEE BROCKTON MUNICIPAL ALCOHOL POLICY – AVAILABLE ONLINE		
Stag and Doe Security – 2 guard min (approx. 35\$/hour) rate subject to quote		_____
Stag and Doe Bartenders have separate bartender fee (approx.30\$/hour)		_____
Corkage (calculated and paid at end of event) per 40 oz. used	13.00	_____
per case of beer/coolers	4.00	_____
ss Estimated Total Cost		_____
<b>Non-refundable 50% deposit plus</b>		
<b>\$200 damage deposit</b>		<b>\$200.00</b>
<b>TOTAL to be mailed with copy of signed contract</b>		<div style="border: 1px solid black; width: 150px; height: 20px;"></div>

Lessee will enter the TOTAL amount on the front page of the contract and mail a signed copy of the contract with half of the rental fee (plus damage deposit as separate cheque or included in payment) as a deposit to:

Elmwood Community Centre  
38 Concession Rd 10  
Elmwood ON, N0G1S0  
[elmwoodcommunitycentre@outlook.com](mailto:elmwoodcommunitycentre@outlook.com)

Cheque made out to: **Elmwood Community Centre**  
**ETransfers can be made to: elmwoodcommunitycentre@outlook.com**

Balance of the rental fee is due and payable thirty days prior to the function. If booking within thirty days then full rental amount is due and payable upon signing of the contract.  
If contract is cancelled by the Renter (Lessee) within thirty days of function, then Renter (Lessee) forfeits any amount paid for the facility.

**Note:**

BALANCE due 30 days prior to event

Additional clean up \$85.00 per hour will be charged if required

If only one floor was rented but both floors were used, the rental fee for the additional floor will be added plus \$100.00

If Lessee doesn't clear the facility by 2:00 a.m., an additional day's fees will be added