

**ELMWOOD COMMUNITY CENTRE NO 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:

Meeting ( ) Anniversary ( ) Banquet ( )  
Social ( ) Celebration of Life ( ) Other \_\_\_\_\_

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

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

**Mandatory insurance coverage – Fee Quoted per event. \$ \_\_\_\_\_**

**or Insurance Liability Slip with coverage to: Elmwood Community Centre and Municipality of Brockton and Municipality of West Grey. Send in with Rental Contract**

I/We hereby agree to rent the above facility at the rental fee shown in **Appendix B**. In accordance with the conditions 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. The Renter (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 info page 3
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 cleanup 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 ECC. 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.

## ELMWOOD COMMUNITY CENTRE APPENDIX A – Rental rates for 2021

Two Floor Special (Auditorium, Banquet Room & Kitchen)	495.00	_____
Auditorium & 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	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 with kitchen & bar	110.00	_____
Picnic Shelter with kitchen	90.00	_____
Picnic Shelter only (\$60 if using ball diamonds)	50.00	_____
Ball diamond Rates		_____
Estimated Total Cost		_____

<b>Non-refundable 50% deposit to be mailed with copy of signed contract.</b>
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The Renter (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 as a deposit to:

Elmwood Community Centre

38 Concession Rd 10

Elmwood Ontario, N0G1S0

[elmwoodcommunitycentre@outlook.com](mailto:elmwoodcommunitycentre@outlook.com)

Cheque made out to: **Elmwood Community Centre**

**Etransfers can be emailed to: [elmwoodcommunitycentre@outlook.com](mailto: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