



**OSHAWA CURLING CLUB
RENTAL AGREEMENT**

between

The Oshawa Curling Club
(Referred to as the "Club" hereinafter)

and

Renter's Name (PRINT)
(Referred to as the "Renter" hereinafter)

This Hall Rental Agreement made on this _____ day of _____ 20____.

Between: The Oshawa Curling Club

Represented by: _____
Phone: 905-728-6281
E-mail: info@oshawacurlingclub.com

-and-

Renter: _____
(Please print)

Represented by: _____
Phone: _____
E-mail: _____

Date of Function: _____

Time of Function: _____ to _____

Type of Function: _____

Expected attendance: _____

Liquor to be consumed? Yes No

Bar Type? Cash Host Bar*

*Host Bar will be subject to a 15% gratuity fee

Is the renter a member of the Oshawa Curling Club? Yes No

| | | |
|-----------------|-----------------|------------------|
| Fees Agreement: | Hall Rental Fee | \$ _____. |
| | Member Discount | \$ _____. |
| | Other Charges | \$ _____. |
| | Total | \$ _____. |

| | | | |
|----------------|----------------|-----------|-----------------|
| Fees Received: | Damage Deposit | \$ _____. | Date due: _____ |
| | Rental Deposit | \$ _____. | Date due: _____ |

Outstanding balance is due one (1) week prior to the rental, no exceptions. \$ _____ Date due: _____

Terms and Conditions

1. RENTAL

- 1.1. The RENTER agrees to provide the Oshawa Curling Club (OCC) with the damage deposit, Rental Deposit, and balance of rental payment in the form of cash, certified cheque, or credit in accordance with the dates stated on page 1.
- 1.2. Alcohol will stop being served at 1:30am and the RENTER will have the hall cleaned and evacuated by 2:30am. The RENTER agrees to pay the OCC an additional rental rate of \$30.00 for each half hour or less of occupancy after the expiry of the rental period stated on page 1 of this agreement. A representative of the RENTER and an OCC Representative will sign a sheet when they leave, after the walk through is completed.
- 1.3. If the RENTER fails to use the hall for the rental date referred to on page 1, the OCC may deduct the Rental Deposit as liquidated damages, plus a \$100 administration fee, unless the RENTER has given the OCC at least two (2) weeks notice that it will not be using the hall on that date or if the OCC is able to re-rent the hall for that date.
- 1.4. Subject to any Clause of the agreement that authorizes the OCC to deduct money from the damage deposit, the OCC will return the damage deposit to the RENTER within 7 days of the rental date.
- 1.5. The RENTER may choose to bring in their own bar if they are renting the Upstairs Bar/Lounge only. The RENTER must use the OCC bartender at \$15 per hour. More than one bartender may be required. If the RENTER brings in their own bar and they are a member of the OCC they **do not** receive the 25% discount. If the RENTER chooses to use the OCC bar in the Upstairs Lounge, they will receive the 25% discount.

2. FACILITY CARE AND CONDITION

- 2.1. The RENTER and the OCC Club Coordinator or Cleaner will conduct an inspection of the facility and equipment **prior to commencement** of the rental event and identify any damages or other conditions present. At this time, the RENTER will request the amount of chairs/tables, etc, they require. The RENTER and the OCC representative will conduct a **second inspection following the rental** event to identify any damages to the facility and equipment arising from the RENTER'S event. Both parties will sign the checklist provided.
- 2.2. Nails, staples, and Scotch (clear) tape is not allowed on walls, posts, tables, and floors. The use of painter's tape or masking tape is strongly recommended. Damages caused by using any of the above fasteners, the RENTER will be invoiced for resulting repair costs.
- 2.3. The following materials are not allowed inside the Oshawa Curling Club – confetti, hay bales, real leaves, flower petals, and glitter dust.
- 2.4. The flames of all candles must be protected. No devices using liquid fuel are permitted, according to Ontario Fire Marshall's Regulations.
- 2.5. All entrances/exits marked with an illuminated "EXIT" sign must remain unobstructed at all times.
- 2.6. The removal of pictures, flags, and other materials on the inside building walls belong to and are part of the OCC building. Under no circumstances are you, or your decorator/volunteer help allowed to remove any pictures, flags, or materials from walls in our foyer, main lounge, upstairs rooms, or hallway.
- 2.7. Tables and chairs from the Main Lounge may not be removed and placed anywhere else.

3. RENTER'S RESPONSIBILITY

- 3.1. The maximum total capacity of the premises for the purposes of the RENTER's use is 160 Upstairs Dining Area, 75 in the Upstairs Bar Room, and 260 in the Main Lounge, 64 on ice play, 500 on ice concrete floor. The RENTER agrees to ensure that this capacity is not exceeded.
- 3.2. Setting up and arranging tables and chairs and FIREPROOF decorations. The OCC will have the amount of tables and chairs requested for the RENTER to organize.
- 3.3. Strictly observe the liquor and public event laws of the Province of Ontario, obtain the necessary, and comply with conditions specified in any liquor and event permits.
- 3.4. Assume full responsibility for the discipline of members and guests and others who may be in attendance and to see that orderly conduct is maintained both inside and in the immediate vicinity outside the facility.
- 3.5. It is the RENTER's responsibility to arrange that at the end of the function, all leftover food is removed from the building.
- 3.6. It is the RENTER's responsibility to instruct all food helpers to leave the kitchen and refrigerator in clean condition. Failure to comply results in a fee deducted from the Damage Deposit.
- 3.7. If the RENTER cancels more than two weeks prior to the function date, the RENTER will be reimbursed for the amount paid, less a \$100 administration fee. If the RENTER does not cancel less than two weeks prior to the function date and the facility is not rebooked, then RENTER will not be reimbursed.

4. LIABILITY

- 4.1. The OCC shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the facility by the RENTER, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the facility during the term of this lease agreement or any extension of such term. The Oshawa Curling Club maintains a zero tolerance for the possession and use of illegal and controlled substances throughout the Club property. Anyone found in violation will be ordered to leave the Club property immediately. Failure to comply will result in the person(s) removal by police. Family members and/or friends left behind by a removed violator must arrange their transportation home at their own expense.
- 4.2. While a disturbance is in progress the Bar will be closed and remain closed until order is restored. In the event order cannot be restored quickly, police will be called to assist.
- 4.3. The Renter is responsible for all damages caused by the RENTER, the RENTER's service providers and the RENTER's guests during the RENTER's occupancy of the building. In the event of damages caused by any of the above, the RENTER will be invoiced for the cost of the repair.
- 4.4. The Oshawa Curling Club is not liable for any lost or stolen goods belonging to the RENTER, Service Provider(s) or guests inside or outside the OCC building.

OCC's Responsibility

The OCC will provide the following to the RENTER when requested on the day of booking.

Date of Rental: _____

Type of Rental: _____

Time of Set-Up: _____

Name of Renter: _____

Please circle which area of the OCC the RENTER is renting:

| | | | | |
|-------------|-----------------|-------------------|---------------------|----------------|
| Main Lounge | Upstairs Dining | Upstairs Bar Room | Curling Ice Surface | Concrete Floor |
|-------------|-----------------|-------------------|---------------------|----------------|

Please fill in the following:

If the RENTER requests an item or an action to be completed, ie-clean window-sills, please print it in the table.

NB: the Walk-Through is complete on the Day before the rental and at the end of the rental.

| <u>Items</u> | <u>NEEDED</u> Add number of items, if required. | <u>PROVIDED</u> Check box & Initial when completed | <u>Walk-Through</u> Beginning of Rental & After | |
|------------------------|--|---|--|--------------------------|
| Chairs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Round Tables | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Square Tables | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Rectangular Tables | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| KITCHEN: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Plates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Plates, Bread-Butter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Glasses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mugs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Knives | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Teaspoons | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Serving Spoons | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bowls | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Platters/Serving Trays | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chafing Dish(es) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walk-In Fridge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ice Machine | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ceiling Hooks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Coffee Maker | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Television | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Presentation Projector | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microphone | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Podium | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Renter Arrival Time: _____

Renter Departure Time: _____

OCC Rep: _____

Renter Signature after walk though: _____

Check List for RENTER

- Provide OCC with a **Damage Deposit** (Date paid: _____)
- Provide OCC with a **Rental Deposit** (Date paid: _____)
- Painters Tape** or **Masking Tape** ONLY, no scotch tape, please
- No nails, staples, or tacks allowed on walls, posts, tables, floors.
- No confetti, hay bales, real leaves, flower petals, or glitter dust.
- Flames of all candles must be protected.
- All illuminating EXIT signs must remain unobstructed (decorations).
- Tables and Chairs that are located in the Main Lounge may not be removed.
- Tables and Chairs, you are required to set up the tables and chairs how you want them.
- Final Payment is DUE**, to the Office Coordinator, **one (1) week prior to the date of the rental**
 - Date of final payment: _____
- Decorating: the OCC will be available **three (3) hours before your event** for you to decorate
 - For example, your event begins at 7pm, the Club will be open at 4pm for you to decorate and set up for your function.
- OCC is in the same condition when the rental is complete as when you began.
- Rental Deposit is available for return, one week following your event, some conditions may apply.
 - Please phone and make an appointment with the Club Coordinator.
 - Appointment date and time: _____
- Complete a Survey for the day of your Rental when you pick up your Rental Deposit.

THEREFORE THE PARTIES DO AGREE TO THE FOLLOWING:

The Oshawa Curling Club agrees to provide the renter access and use of the facility and its rental equipment (tables, chairs, dishes, etc.) in accordance with the details outlined above and with the attached Terms and Conditions.

I hereby acknowledge that I have carefully read the above, all statements are true, and I did receive a duplicate copy of this agreement this _____ day of _____, 20____.

THIS AGREEMENT EXECUTED on behalf of:

The OSHAWA CURLING CLUB

RENTER

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Hall Rental Contact:

Renter Contact:

Oshawa Curling Club
226 Bond Street, East
Oshawa, Ontario L1G 1B5
Phone: 905-728-6281
info@oshawacurlingclub.com

Phone: Res. _____

Cell. _____

E-mail: _____