

THE EDEN MILLS & DISTRICT COMMUNITY CLUB INC: RENTAL AGREEMENT 2020

The Eden Mills & District Community Club Inc. (hereinafter referred to as the Community Club) agrees to rent the hall to:

Name of Renter _____ Phone# _____

Address for Deposit Refund: _____

Email: _____ Alternate Phone # _____

Purpose and Date of Event: _____ SOP/Bartenders Required? _____

Set-Up Date/Time ? _____ Clean-up Date/Time? _____

RENTAL RATES 2020 Bookings made at the current rates will be honoured under the condition a signed contract is in place and deposit paid in full and rental fees are paid in full prior to new rates being implement.	HALL AFTER 5pm or over 5 hours any time	HALL BEFORE 5pm & 5 Hours or less	THE GALLERY
	Theatre Style 120 80-96 seated includes Head Table of 8 on stage	Theatre Style 120 80-96 seated includes Head Table of 8 on stage	30 max
EMCC Members in good-standing (belong for one year previous to booking) for a Non-Revenue Generating Event	\$165	\$100	\$50
Non-Profit Organization within Guelph-Eramosa/Halton North Regions or at discretion of the Board			
Non-Members & Members Revenue Generating Event	\$350	\$200	\$70
Damage & Cleaning Deposit	\$250	\$250	\$250

Deposit: \$250 payable upon booking, and held until after the event. Deposit will be returned to the you within a reasonable amount of time if after the event if the hall passes inspection. See Hall Clean-Up Guidelines page 5 which you are acknowledging & agreeing to follow. Deductions for damage or lost items can be made by the EMCC.

Full payment: is due EIGHT (8) weeks prior to the event: as well as proof of liability insurance, if required. If the booking is cancelled within EIGHT (8) weeks of the event, the cancellation fee is \$100 and deposit returned. If the booking is cancelled within TWO (2) weeks of the event the deposit will not be returned. **Payment Due Date:** _____

Bookings made at the current rates will be honoured under the condition a signed contract is in place and deposit paid in full and rental fees are paid in full prior to new rates being implement.

Maximum Occupancy of the Main Hall 120 people, however lower numbers may apply, dependent on set-up style as noted in the above chart.

1. The Community Club is not responsible for acquiring liquor permits. Renter is responsible for obtaining any necessary permits, which should be posted, with receipts attached, in clear view in the bar area. No alcohol, wine or beer can be served without a permit. The Community Club Hall and Bar Regulations form part of this agreement: (see regulations attached)
2. The Community Club accepts no liability for any accidents or bodily injury occurring on the premises or as a result of any activity on the premises.
3. Illegal activities are prohibited on Community Club property.
4. The Community Club is not responsible for any theft or loss of property.

In consideration of your permitting us to use your hall, we covenant and agree to save harmless the Community Club of any liability for any accidents or damage caused to the premises as a result of our occupation, or use thereof and from any fine, penalty or forfeiture imposed upon the Community Club for any breach of the provisions of the Liquor Licence Act or Regulations prescribed thereunder as a result of our occupation or use of the premises.

I have received the Community Club Hall and Bar Regulations (attached list of items #1 through 31), and the Community Club Clean Up Guidelines with this agreement and agree to abide by same: Initial Here: _____

Signature of Renter: _____ Date _____

Accepted by: Community Club Representative _____ Date _____

COMMUNITY CLUB: HALL & BAR REGULATIONS

RENTAL DEPOSIT:

1. A booking will only be considered confirmed upon payment of the \$250 deposit & signing of the rental contract. If the renter opts to have the community club clean they are still responsible to put away tables and chairs, remove all garbage to the outside bin, remove all empty liquor bottles, clean and put away any dishes used. See exclusion/inclusion checklist below.

BAR REGULATIONS:

2. **Insurance:** If alcohol is being served **the renter must be covered** by their personal home insurance policy for \$2 million of Liability Insurance, and provide proof that this required liability is in place in the form of a letter from your insurance agent/broker, **four weeks prior to the event.** Please check with your home insurance company before signing this document. Members are covered by the Community Club's insurance.

3. **Alcohol Permits:** No alcoholic beverages can be brought onto the premises at any time unless an LCBO Special Occasion Permit (SOP) has been obtained and then can only be on the premises for the time and date on the permit. The SOP must be obtained by the person renting the hall. Permit to be posted, with receipts attached, in the bar area. Bartender cannot open if permit is not present. For all functions, Bartender(s) will arrive at least 30 minutes prior to alcohol being served to prepare bar.

4. **Bartenders Required:** Two members of the Community Club (Smart Serve Certified) must be hired if alcohol is to be served at any event with more than 50 people. At an event with less than 50 participants, if only wine and beer is being provided at no charge, then at the discretion of the Executive only one Bartender (SSC) is required. All bartenders to be paid by renter of the hall at \$15.00 per hour, per bartender; minimum of two hours. Bartenders to be paid at the end of the event in cash.

5. ALCOHOL REGULATIONS:

No person under the age of 19 years shall be served alcohol. The only acceptable form of identification will be an "age of majority" card or a driver's licence with photo. Bartenders reserve the right to refuse acceptance of I.D. if questionable.

6. The person who signs the Special Occasion Permit application and the Rental Agreement, or his written designate, must attend the event for the duration and be responsible for making decisions if necessary.

7. In line with the LCBO regulations, the renter must ensure an adequate supply of food be served to persons attending the event. Snacks are not adequate.

8. Alcoholic drinks must not be taken outside the Hall for consumption.

9. The renter will provide all the alcoholic beverages, tickets, ticket sellers, liquor licence, ice and mix. All alcoholic beverages must be removed from the building at the termination of the rental. Bartenders provided by the EMCC do not handle money.

10. Bar must close at 1 a.m. Music /bands must also stop at that time in respect for our neighbours. Bartenders are responsible for closing the bar and must be paid for that time. **All alcohol must be off the premises before the bartenders can leave.** All participants must vacate the premises by 2:00am unless otherwise arranged in advance with the Board of Directors.

11. The SOP holder is responsible and accountable for implementing a Safe Transportation Strategy which will prevent impaired persons from operating a motor vehicle, i.e. designated drivers, taxi, ride with friend or relative.

COMMUNITY CLUB REGULATIONS Continued:

12. Jack & Jill parties only. No Stag parties are allowed.
13. Use of the Hall will be granted to all groups sponsored by the Eden Mills & District Community Club Inc., subject to availability and the approval of the Board of Directors.
14. Any person and/or organization wishing to rent the Hall to make a profit for personal gain must pay the non-member rate for rental and deposits. There shall be no discounts for Club Members. All rentals may be subject to the approval of the Board of Directors.
15. Fundraisers will be considered for sponsorship through the Community Club Inc. subject to the approval of the Board of Directors.
16. In order to qualify for the rental discounts applicable to club members, that member is required to be a paid up member of the Eden Mills and District Community Club at least one year prior to the date of the event.
17. The renter will be responsible for any long distance calls made on the hall telephone.

EXCLUSION/INCLUSIONS/CHECKLIST

18. The full rental for the Hall includes the use of the plain white dishes, cutlery and utensils as found in the Hall Kitchen. If using the chafing dishes, the renter must supply the appropriate fuel. All dishes, etc. must be washed and returned to the cupboards by the renter. **This is not included in the cleaning fee.**
19. The renter must supply all glasses (i.e. wine/beer/water), and all extensions cords.
20. Dish towels are not provided nor are tablecloths; these are the responsibility of the renter. All other cleaning materials are provided.
21. If the tables are used they should be wiped down and returned to the front storage room, stacked according to the chart inside the door. The chairs should be returned to the storage carts. **This is not included in the cleaning fee.**
22. If the renter elects to clean the Hall rather than paying the cleaning fee, they must follow the Hall Clean Up Guidelines – see last page of this document.

COMMUNITY CLUB Do's & Don'ts

PLEASE DON'T:

23. Please, no paper or metallic type confetti in the Hall or on the property
24. NO Candles to be used, UNLESS they are in a protective container.
25. When decorating please do not stick items on the walls and no holes should be made for hooks. This will result in your deposit being forfeited. The renter is allowed to use the supplied chains and sticky tack to hang items on the walls.
26. The "dumb waiter" between the kitchen and bar is has been decommissioned - please do not use.
27. By law the accessibility elevator may only be used by persons with disabilities. Do not use for freight.
28. Do not drag or push stacks of chairs across the floor – this will damage the floor.
- 29 Use of the table tennis tables is not included.

PLEASE DO:

30. Consult the Guidelines located on the front door bulletin board and in the kitchen
 - Make sure all lights, fans & the ovens are off.
 - All taps are turned off.
 - Unplug cooler in the bar and leave that door ajar.
 - Check that all windows are closed and doors locked upon leaving.
 - Heat or A/C are turned down to required temp (posted by thermostat in bar)
 - Leave the rental key on the kitchen counter before you leave.

31. **HALL ACCESSIBILITY**

The side-door entrance allows people in wheelchairs to open the door from either side when using the lift. However, there are steps that anyone organizing an event at the hall must take to make the entrance door functional:

1) **Unlock the entrance door** - the push-bar on the inside should be pushed in, and then secured in the "open" position. This is done using the hex key found hanging by the door on the inside wall (opposite the lift). Put the key in the hole in the push-bar, push the bar in, and turn the key until the bar locks in the open (in) position.

Remember to lock the door after your event.

2) **Turn on the entrance door operator** - there is a switch at the top of the wall (opposite the lift) just inside the door. It powers up the door operator. Make sure it is in the "on" position. (it's labelled).

Remember to turn it off after your event.

3) **Place the lift keys in the switches (1) by lift door and (2) inside the lift** - The keys must be in place for the lift to function. They are found in the kitchen, in the wall mounted wooden box (above the garbage/recycling station, close to the kitchen side exit)

4) **Appoint a Lift operator** - The lift has operating instructions displayed on / in it, thus it can be considered "self-serve". However, we've found that many people are not comfortable operating it, and some have actually gotten stuck. Its strongly suggested that a designated lift operator be stationed downstairs at the lift before an event, and upstairs by the lift at the conclusion of the event.

ALL CHEQUES ARE PAYABLE TO:

Eden Mills & District Community Club , 104 York St, Eden Mills, ON N0B 1P0

Thank You!

Our hall is a volunteer-run organization and rentals help to keep us going. We attempt to keep our rates low and, by adhering to these regulations, you help us to do so!

We ask, respectfully, that you leave the hall in the condition you found it, ready for the next rental. Feedback is always appreciated at rentals.emcc@edenmills.ca

COMMUNITY CLUB CLEAN-UP GUIDELINES

(Posted on Bulletin Board and in Kitchen)

CLEANING UP AFTER YOUR EVENT (Regular Group Use and RENTALS)

Failure to follow these guidelines will result in loss of rental deposit

Please tidy the Hall for the next group or renter. The Hall is often shown to prospective renters throughout the week. Please help to keep it looking nice.

- Turn A/C off if you used it. (thermostat beside bar)
- If you raised the Heat please return the thermostat to 15 degrees
- Put away tables and chairs, (wipe tables if needed). A 'layout map' for chair and table storage is posted on the door of the storage area. Please Use it.
- Sweep the floors. The large floor sweeper for the main hall is in the chair storage area. Small broom and dustpan too.
- Wet Vacuum or shake the entrance mats. The SHOP-VAC vacuum is in the storage room downstairs, just past the kitchen entrance.
- If the entrance and stairs require mopping, a mop and pail are in the storage room or in the kitchen in the last cupboard to the right of the door as you enter. A broom and dustpan are in this cupboard as well.
- Clean the kitchen if used. Wash and put away dishes, etc. Wipe Counters, Fridge and Ovens.
- Please do not leave any food in the fridge.
- Put all garbage out in the large bin outside the kitchen door.
- Place new bags in any cans you emptied. Bags are on top of the fridge.
- For EMCC events only: if you used tablecloths or dishtowels, please take them home and wash those that need laundering and return to the Hall as soon as you can. Make a note of this in the red communication book in the kitchen.
- Bar Area: Empty/unplug bar fridge. Leave the door ajar. Clean sinks and wipe counter.
- Please make sure all **toilets** have been **flushed!!**
- Please ensure that you have closed ALL window and locked ALL doors and turned off lights and fans.
- If you used any of the coffeemakers, please make sure the coffee grounds are emptied...often overlooked.
- Ensure electronics/remotes are returned.

RENTERS:

If you are paying the clean up fee – The fee includes sweeping/vacuumping, washing floors, cleaning bathrooms and taking out the garbage. The renter is still responsible for putting away all table and chairs, cleaning and putting away any dishes used, removing all alcohol empties from premises and removing all decorations used for the event.