

ROBSON COMMUNITY ROOM RENTAL AGREEMENT

453 East River Road, Glen Morris, Ontario N0B 1W0
At the back of the Glen Morris United Church

Name of Renter:			
Organization (if applicable):			
Address:			
Phone:		E-Mail:	
Date of Rental:		From: a.m./p.m.	
For availability visit www.glenmorrisunited.ca		To: a.m./p.m.	
Type of Function:			
Expected Attendance (room capacity is 60):			
Proof of <i>General Liability</i> or <i>Special Event Insurance</i> :		<i>Commercial Insurance</i> is required for a business.	Policy #
Alcoholic Event:		Yes:	No:
Proof of Liquor License <i>Special Occasion Permit (SOP)</i> :		Required if serving alcohol. Only wine and beer may be consumed in this facility.	License #
Proof of <i>Party Alcohol Liability (PAL) Insurance</i> :		Required if serving alcohol.	Policy #
Kitchen Facilities Required:		Yes:	No:
Proof of <i>Caterer's Liability Insurance</i> :			Policy #
Fee Schedule:			
Non-Alcoholic Event:	\$100	Non-Alcoholic Event:	\$
Alcoholic Event:	\$140	Alcoholic Event:	\$
Damage Deposit:	\$100 or \$140	Damage Deposit:	\$
Other:	\$	Other:	\$
The fee must be paid in full prior to event.		Total Fee:	\$
Date Paid:		Down Payment:	\$
Date Paid:		Balance:	\$
Inspection Following Event:			
Damage Deposit Refunded:		Date Refunded:	\$
Total Amount Received:		Date:	\$

I, the Renter, have read this Agreement and agree to all of the terms and conditions set out. I agree that I am personally responsible and obligated to pay all charges due in accordance with the conditions.

Renter Name: _____

Booking Coordinator: Margaret Fleury
mfleury58@gmail.com Cell: 519-761-1760

Signature: _____

Signature: _____

Date: _____

Date: _____

CONDITIONS OF RENTAL

The Robson Community Room is a community space owned and operated by the Glen Morris United Church (GMUC). It is intended for the use and enjoyment of all. The GMUC will not be responsible for any damage to property or injury to the Renter or any and all persons attending the Event covered in this agreement. The GMUC is not responsible for any and all claims as a result of bodily injury or death to any person or persons or for damage or loss to property of others, arising out of the Renter's use of these facilities. Any property brought into this facility by the Renter, staff, volunteers, performers, or guests is done at their own risk. The GMUC is not responsible for any loss or damage to property whatsoever.

The Renter is Responsible for:

- a) Picking up the key to the facility and returning the key to the Booking Coordinator.
- b) The conduct of all staff and guests, on and off the premises, during and following the event.
- c) Ensuring that glass bottles or other glass beverage holders are not permitted outside of the facility.
- d) The safe and proper handling of all equipment.
- e) Adhering to the *Guidelines for Special Event Food Premise*, published by the Brant County Health Unit: <https://www.bchu.org/ServicesWeProvide/Inspections/FoodSafety/Pages/Guidelines.aspx>.
- f) The safe handling of all dishes and kitchen appliances.
- g) Ensuring that no open flames are permitted, including candles.
- h) Returning the facility to the condition in which it was found. Furnishings must remain in the hall or in storage, not exposed to the elements, and returned to original locations prior to final evacuation.
- i) The removal of garbage and recycling from the facility.
- j) Any loss or damage incurred to the premises by helpers, hired staff, other service providers, and/or guests, if the Damage Deposit is not sufficient to cover the cost.

Decorations:

- a) No scotch tape, staples, thumb tacks, or nails may be used on the walls, windows, or ceilings.
- b) Low adhesion masking tape (Painter's Tape) may be used as long as all tape residue is removed from the surface to which it is applied.

Insurance:

The Renter shall carry *Comprehensive General Liability Insurance* or *Special Event Insurance*. For licenced events, proof of *Special Event Insurance* in the amount not less than two million dollars (\$2,000,000) is required one week prior to the event. Caterers must have *Liability Insurance*. Business operators must be covered by *Commercial Insurance*.

Alcoholic Beverages:

The Renter must supervise and police the function to avoid any infractions of the *Liquor Licence Act, 1990*. A *Special Occasion Permit (SOP)* must be obtained as well as *Party Alcohol Liability (PAL) Insurance*. No alcohol is permitted outside the facility or in any other unlicensed area. Only those people with *Smart Serve* may serve alcohol.

Damage Deposit:

Following the event, an inspection of the premises will be conducted to ensure the hall, kitchen, and washrooms are returned to the same condition as prior to the event. Any and all damages to the facility and contents will be assessed and the costs of repair or replacement with reference to those damages will be deducted from the Damage Deposit. If expenses exceed the Damage Deposit, the Renter will be billed accordingly and must pay within ten (10) business days. If there are no damages, the Damage Deposit will be fully refunded.

I, the Renter, have read these Conditions of Rental and agree to all of the terms and conditions set out.

Renter Signature: _____ **Date:** _____