

Union Community Centre Rental Agreement

Thank you for renting the Union Community Centre for your special event. The following are the rules and regulations for all hall rentals. Your signature on the rental agreement signifies that you have read and will abide by the regulations for hall rentals and will be financially responsible for any damages incurred by you or your guests during your rental period.

General Rental Information

An initial payment of \$200 (includes security deposit of \$100) must accompany the signed rental agreement. **Final Payment is due before key delivery. Facility key must be left in a desk drawer in the hall at the end of the rental.** Your security deposit will be returned following a confirmation inspection of the hall after your rental period.

Stag and Doe parties are NOT permitted. Gambling is not permitted unless you are in possession of a valid gaming license issued by the Ontario Lottery and Gaming Commission.

Cancellation Policy:

Cancellation notice must be given at least 10 days prior to the rental date. Cancellations after that will be subject to forfeiture of the hall deposit (the security deposit will be returned). Exceptions will be made at the discretion of the Hall Facilitator.

Liability Insurance:

Insurance must be taken out for any rental, naming the Union Community Centre and The Municipality of Central Elgin as insured on the policy. A minimum of \$2 million liability insurance is required (additional insurance coverage for use of the facility or adjacent lands owned by the Union Sports Club is the sole responsibility of the renter). The Community Centre is required to have a copy of the Insurance policy on file and the policy must also be posted on the hall bulletin board during your rental.

Rentals with Alcohol

You will need to obtain a valid liquor licence from the LCBO. You must abide by any applicable Municipal Alcohol Bylaw or Regulations, in addition to all regulations of the Liquor Control Board. Qualified bar tenders are also required (Smart Serve Certificate). The Community Centre is required to have a copy of the license on file.

Use of Facility and Property:

RENTERS CAN NOT ENTER OR USE THE FACILITY IN ADVANCE WITHOUT PRIOR APPROVAL

Renters have the use of the kitchen facilities, tables and chairs and the surrounding grounds. There is no access to locked cupboards, closets, or basement. Children must be supervised at all times.

For full day rentals, facility activities should end by 1:00 a.m. and the community centre should be vacated by 1:45 a.m. Note that any rentals ending after midnight may need to pay for hall cleaning.

You are responsible for leaving the community centre in good order after your rental. The Hall Facilitator will provide you with a complete checklist, including:

- Do NOT use tape on the walls. Remove all decorations. **You must collect all garbage and recycling, and take home with you.**
- Wipe down all tables. Return chairs and tables to storage room (return small wooden square tables to the stage area). Do not drag furniture across the floor.
- Clean up kitchen and appliances. Clean up any spills and sweep floor.
- Make sure all windows are closed and check all exits to confirm they are locked.
- Shut off ceiling fans, stove, lights and turn down thermostat.

Leave the key in the desk drawer and ensure that the building is locked when you depart.

Please send the completed rental agreement and deposit (eTransfer or cheque) to: Vicki Snowsell, 55 Airey Ave., St Thomas, N5R 1E1. If there are any problems/questions call 519-631-9294

Union Community Centre Rental Agreement

Person / Organization Renting Facility

Name	
Address	
Postal code	
Home phone	
Mobile phone	

Rental Rates (please indicate)

Hourly Rate (Mon – Fri)	\$ 40	
Half Day Rental (Mon – Fri)	\$ 150	
Full Day Rental	\$ 225	
Full Day Rental with alcohol	\$ 300	
Security Deposit	\$ 100	

Rental Requirements

Date of Rental		
Rental Time	From:	To:
Purpose of Rental		

Declaration

I, the undersigned, have read and understand the policies and regulations for the use of Union Community Centre, as well as the cancellation policy. I agree to abide by these policies and regulations. A copy of my liability insurance is attached.

I understand that I will be held financially responsible for any damages incurred to the building, contents and / or grounds during my rental period.

Authorization

Renter Signature or Email		Date	
USC Signature		Date	

A club representative will be in touch to arrange a pickup date / time for the club door key.

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