

# FITZROY HARBOUR COMMUNITY CENTRE

## RENTAL REQUEST FORM

### Renter Contact Information

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Function Information

Date of function: \_\_\_\_\_ Time: \_\_\_\_\_

Type of function: \_\_\_\_\_ Room: \_\_\_\_\_

Hall preparation time required: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

Extra day required:    Yes    No    Friday night set up (paid)    Friday night set up (if available)

Bar Required:    Yes    No    If yes, what time? \_\_\_ to \_\_\_

Canteen Required:    Yes    No    If yes, what time? \_\_\_ to \_\_\_

Kitchen Required:    Yes    No    Rink Required:    Yes    No

Downstairs Required:    Yes    No    Sound System Required:    Yes    No

Projector Required:    Yes    No    Homemade beer or wine:    Yes    No

Do you need to meet with the Community Centre Maintenance Staff before:    Yes    No

If yes, please list 3 time options that work for you: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Payment:

Payment can be made online through PayPal; once your completed form is received you will receive an email invoice.

## RENTAL GENERAL INFORMATION

### MAIN HALL with kitchen

#### **Member Rental Rates:**

- Friday, Saturday, & Sunday Night \$175.00
- Other Weeknights \$140.00
- Afternoon or Morning \$100 (alternately, a 40'x20' basement room with kitchen is available for \$75)

#### **Non-Member Rental Rates:**

- \$50 more than the Member rates listed above for evenings
- \$25 more than the Member rates during the day

#### **Advance Decorating and Set Up:**

- If you want to book the day before your event for set up and decorating the cost is \$100.00
- Otherwise, if on the day before your event the hall is available, you may be permitted to decorate at a cost of \$25

#### **Hall Capacity:**

- 204 with tables set up
- 300 with no tables set up

#### **Deposit:**

- A minimum 50% deposit of the total rental cost is due 90 days in advance of the event in order to confirm booking date
- Balance is due 30 days prior to the event
- Payment can be made via PayPal, eTransfer, or by cheque

#### **Rental Insurance:**

- Mandatory for Stag & Does, the cost varies by the number of people in attendance and if alcohol is being served. For example, with alcohol, it is \$135 for 26-100 people and \$243.00 for 101-250 people for \$2,000,000.00 in coverage.
- Other events the rates depend on the type of event and number of people attending.

# FHCA RENTAL AGREEMENT

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The lessee agrees as a condition of this agreement to abide by the following rules:

1. A minimum deposit of 50% of the total rental is due 90 days in advance of the event in order to confirm booking date. Balance is due 30 days prior to the event. Failure to make such payment will entitle the lessor to treat this contract as terminated.
2. Should the lessee cancel this event in excess of 30 days prior to the event the deposit monies will be returned to the lessee by the lessor with no penalty. Should the lessee cancel within 30 days of the event, the lessor will retain monies paid.
3. Any damages to hall as a result of improper usage shall be the lessee's responsibility.
4. To guarantee that no one else will be using the hall the night before an additional fee of \$100.00 will be charged.
5. The lessee agrees not to hold the lessor, its members or directors, liable for any accident, event or occurrence that may result in injury to any participants of the event for which the facility is being rented.
6. Hall is a non-smoking facility as per City bylaws.
7. Fire regulations require that **candles are not to be lit** in the Community Centre.
8. Tape, tacks, staples etc. are not permitted on any painted walls anywhere in the building.
9. The front hallway and all the exit door must be kept clear at all times to comply with the fire regulations.
10. Kitchen must be left clean, ( coffee urns emptied and washed)
11. An adequate supply of food must be served sometime during the hours that the bar is open.
- 12. No alcoholic beverages (including bottles for raffles) will be brought in by the lessee. If wine is required for a wedding, the lessee can inform the lessor of the type and quantity.**
- 13. The Bar will close at 1:00am and all signs of liquor must be cleared 45 minutes after the end time on the licence. This includes the clearing of all glasses and bottles off the tables.**
14. Keys will be given to the lessee at the discretion of the agent
15. All belongings should be removed from the premises immediately after the event. The FHCA will not be responsible for lost articles left on the premises.

16. The FHCA will arrange to have the tables and chairs set up as required for the event according to the number of people in attendance. Any special set up for an event like a wedding will be done by the lessor – in accordance with a diagram supplied by the lessee.
17. The lessee is expected to do a small clean up after the function is over. Tables should be cleared of plates, glasses, food etc. Garbage bags will be provided.
18. The executives of the FHCA have the right to refuse applications for hall rentals at their discretion.
19. No rental requests will be accepted for Christmas Day, Boxing Day or New Year’s Eve unless agreed to be a majority vote of the executive.
20. Hall Capacity is limited to:
  - 204 people for a dance with tables set up
  - 300 people with no tables set up

If you are declining insurance:

I \_\_\_\_\_ (Full Name) have been offered the event insurance and I have elected to not be covered.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please ensure the rental request form is complete and sign the Rental Agreement and return a copy to the FHCA agent.**