

# Crinan Community Centre

16358 Dunborough Road, Dutton, ON N0L 1J0  
519-768-2121 (Catherine Hayward)  
519-318-2773 (Rob Tait)

## *Rental Agreement*

Renter(s): \_\_\_\_\_

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

Rental Dates: \_\_\_\_\_

### **Purpose:**

The purpose of this agreement is to ensure the facility is left in a respectable condition at the end of the rented time.

### **Procedures:**

- Persons renting any facilities will be given a copy of this agreement and the Crinan Community Centre policies.
- The rental fee for the Crinan Community Centre is \$80.00 per day, due upon pick-up of the key to the hall.
- The Hall is on Municipal water.
- Parking is at your own discretion, and please be cautious of seasonal conditions.
- Persons renting the Crinan Community Centre will leave the facilities in a respectable condition according to the outlined terms below:
  - Take all your garbage and recycling with you
  - Take all your items from the fridge & freezer
  - Please clean the floor, sweep, and use a damp mop
  - Turn the Heat down before leaving/Shut the air conditioner off
  - Wash any dishes and used items and put away
  - Leave any used dish towels, cloths on the kitchen counter
  - Turn OFF all lights, included exterior lights
  - Wipe down all tables, and leave all tables upstairs
  - Please stack the purple and green chairs separately
  - Turn OFF stove
  - Leave everything the way you found it
  - Any items left will become the property of the hall
  - Please advise members of the Crinan Community Centre Board of Directors of any issues, or call Catherine at 519-768-2121.

Members of the Crinan Community Centre Board of Directors will determine if the facility is left in a respectable condition and will determine the refund of the damage deposit to the Lessee. Upon acceptable conditions, the Lessee's damage deposit will be returned. If damages are beyond the cost of the damage deposit, the Lessee shall be held liable for cleaning and costs associated with all repairs. Lessee's Initials: \_\_\_\_\_

**Alcohol Policy:**

- The Crinan Community Centre is rented as a non-alcoholic facility
- The lessee may obtain their own Special Occasion Permit or have an existing Liquor License as a Recognized Organization in order to serve alcohol
- The lessee must also obtain insurance to accompany the Special Occasion Permit and must add the Crinan Community Centre & Crinan Community Centre Board Members as additions to the insurance policy.
- **If alcohol is to be served, a damage deposit is required to be provided to the Crinan Community Centre Board Member (Catherine or Rob). A post-dated cheque (for the day after the rental) must be provided made out to the Crinan Community Centre, and the amount \$150.00.** The cheque will either be returned or destroyed upon inspection of the hall, and confirmation that no damage as taken place as part of the rental.
- A Copy of the Special Occasion Permit and the valid Insurance must be provided to the Crinan Community Centre Board Member (Catherine or Rob) prior to receiving the keys.
- As the lessee, you must follow all Municipal, Provincial, and Federal legislation and regulations, by-laws and rules regarding alcohol.
- A copy of both the Special Occasion Permit and the Insurance Policy must be on display at the hall during the rented event.
- The Crinan Community Centre Board Members take no responsibility for any of the actions of the Lessee or their guests
- Liability rests solely on the Lessee and it is the Lessee's responsibility to ensure that their guests have a safe ride home. Lessee's initials: \_\_\_\_\_

Lessee/Renter Signature

Full Name (Printed)\_\_\_\_\_

Signature\_\_\_\_\_

Date:\_\_\_\_\_