

*A Place for Everyone!*



**Rental Application**

Name of Applicant: (organization/individual): \_\_\_\_\_

1. Contact Person : \_\_\_\_\_ Phone # : \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

2. Alternate Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

3. Invoice Name : \_\_\_\_\_ Phone # \_\_\_\_\_

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

Postal Code \_\_\_\_\_ Email Address \_\_\_\_\_

Date (s) required: \_\_\_\_\_ Time (s): \_\_\_\_\_

Please Circle: Twice weekly; Weekly; Bi weekly; Monthly; Occasional; Other (please specify)

Member: yes / no \_\_\_\_\_

Facilities requested: \_\_\_\_\_ Room 2 \_\_\_\_\_ Rate: \_\_\_\_\_

Equipment requested: \_\_\_\_\_ Rate: \_\_\_\_\_

Payment: Facilities and Equipment: \_\_\_\_\_ Deposit: \_\_\_\_\_

**Cedar Heritage Centre Rental Agreement**

1. Renters are responsible for equipment set up and take down. For an additional charge, arrangements can be made for this to be done by CHC. Arrangement must be made 48 hrs in advance.
2. Facilities must be left in an orderly and clean state. (Chairs / table returned to original location, dishes clean and put away , light and fans turned off, etc.)
3. Key arrangements are made with the CHC manager or representative. Unauthorized key use or access is strictly prohibited.
4. A refundable damage/key deposit may be required.
5. Payment for rentals and deposits are as follows:
  - a) Deposits are required in full upon application of first rental.
  - b) Occasional booking are due in full at time of booking.
  - c) Ongoing bookings will receive a monthly invoice.
6. Interest will accrue on outstanding balances over thirty (30) days, at 18% per annum or 1.5% per month.
7. Unauthorized use of telephone is strictly prohibited.
8. CHC is a non-smoking building. Alcoholic beverages are not permitted on the premises without prior CHC management permission; a valid LCB permit; a valid Special Event Insurance policy; and a copy of each of the foregoing on file with the CHC prior to the event.
9. Instructors of classes, not sponsored by CHC must carry their own liability insurance and provide the CHC with a copy of their current policy before classes begin. Failure to do so will result in a delayed start day for classes.
10. On-site storage of supplies and equipment is available for an additional charge.
11. Notice to regular renters: occasional changes to your scheduled time slot may occur in order to accommodate special events.
12. **Renters must give minimum of 5 days notice of scheduling changes.** A minimum \$20 charge will apply to all cancellation or rebookings without stated notification.
13. Renters are liable for all damage done in the building and to equipment during tenancy. Damage must be reported to CHC Manager.
14. This rental agreement is subject to termination without cause upon 30 days written notice by either party.

Signatures \_\_\_\_\_

Applicant

Date \_\_\_\_\_

CHC Representative