



Windermere Community Hall Rental Agreement

Thank you for choosing the Windermere Community Hall for your event! In order to ensure your function is a success, please note the following requirements for the use of the facility.

We provide discounted rates for our WCA members. If you or your group would like to become a member please contact **Jette Sorensen at 778-526-0092**

Set up

The Renter is responsible for set up and breakdown of chairs and tables and returned to storage.

Damage Deposit

The renter agrees to pay a **damage deposit of \$200.00** to secure the booking. A minimum of **72 hours notice** is required to cancel a booking at which time the damage deposit will be returned less \$50 administration fee.

Full Payment

The Renter agrees to pay for the entire cost of the booking, including minimum cleaning costs, a minimum of 72 hours before the event by cheque, cash, or e-transfer. Cheques made out to Windermere Community Association, e-transfer to savoureuxinteriors@shaw.ca

Liquor license

The renter must obtain and strictly comply with the terms of a liquor license if alcohol is to be served at the event regardless if alcohol is sold or brought in (ie BYOB)
Proof of license may be requested.

Decorating

Mounting Putty is the only product that may be used on the walls. Tape, pins and tacks are NOT TO BE USED.

Damages

The Renter is responsible for any damages and losses incurred to the Windermere Community Hall.

Cleaning

Cleaning services are mandatory at the rate of \$35/hour with a minimum of 2 hours. If the kitchen and plates, glasses and cutlery are used for food service the minimum is 4 hours. If cleaning goes beyond the minimum, it will be deducted from the damage deposit. In addition:

- Chairs and tables must be returned to storage positions
- Remove all garbage (bags provided)

Responsibility



The Renter agrees to follow by-laws and ensure no illegal activity is taking place. The Renter is responsible for the actions of the event attendees.

The hall access code will be provided at the start of the rental. A walk through with a WCA representative will be done at that time. The Renter is responsible for turning off lights and locking doors and windows.

Please sign and return to the Hall Manager or send it via email info@windermerecommunity.ca

SIGNATURE

SIGNATURE OF HALL MANAGER:

NAME OF RENTER (PLEASE PRINT)

Rental Details

Name of Renter: _____

Contact Info: _____

Alternate contact person: _____

Type of event: _____

Event Date & Time: _____

Duration of rental: Hourly 24 hour

Rental of: Hall Meeting room

Special instructions or arrangements: _____

Damage deposit paid: Yes No

Total cost of rental: _____

Paid: Yes No

Paid on: (date) _____





Windermere Community Hall Rental Rates 2016

Rental	Inclusions	Time Frame	Member Registered Not for Profit	Non Member
Hall	Kitchen <ul style="list-style-type: none"> • Dishes, Cutlery, glassware, salt & pepper shakers • Tables (33) • Chairs (125) • Sound System • Bulletin boards • Bar on wheels 	Hourly	\$30	\$35
		8 Hours	\$150	\$200
		24 hours	\$400	\$500
Meeting Room	<ul style="list-style-type: none"> • Rectangular meeting table & chairs • Kitchenette with sink and bar fridge & microwave 	Hourly	\$15	\$20
		24 hours	\$85	\$100
Outdoor Billboard Sign		24 hours	\$25	\$30
		48 hours	\$50	\$55
Covered utility trailer			\$40	\$50