

# Hamilton Filipino Community Centre

1275 King St. East; Hamilton, Ontario

L8M 1G8; Tel. 905/544-3350

## RENTAL AGREEMENT

DATE: \_\_\_\_\_

NAME OR NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ BUS. PHONE: \_\_\_\_\_

RENTAL PERIOD: \_\_\_\_\_ Set Up Date & Time \_\_\_\_\_

### REQUIRED:

GROUND FLOOR: \$ \_\_\_\_\_

FRONT OFFICE ONLY: \$ \_\_\_\_\_

SECOND FLOOR: \$ \_\_\_\_\_

PA SYSTEM (\$30): \$ \_\_\_\_\_

OUTSIDE SIGN (\$50/week): \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

TOTAL FACILITY RENTAL: \$ \_\_\_\_\_

LESS DEPOSIT: \$ \_\_\_\_\_

RENTAL BALANCE: \$ \_\_\_\_\_

DAMAGE BOND (\$200.00): \$ \_\_\_\_\_

BALANCE DUE DURING HANDING OF BUILDING KEY: \$ \_\_\_\_\_

It is understood that all persons or groups renting the premises of the HFCC are to set up the facilities for their use and to return all tables, chairs and other material to their proper location and to leave the premises in a neat and tidy condition before vacating the premises. No subletting will be permitted.

It is agreed the Renter shall indemnify and Hold Harmless the HFCC, their members, agents and volunteers from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings by any third parties, that may arise out of, or any attribute to, all operations performed by or carried out by the Renter, his agents, employees, or servants or anyone for whose acts he may be held liable, however, caused.

FOR THE RENTER: \_\_\_\_\_

FOR HFCC: \_\_\_\_\_

Emergency Contact Numbers: J. Monaco - 905/561-5059; R. Viquiera - 905/578-1171;

F. Santos - 905/309-9322; B. Villabroza - 905/545-7622

## TERMS & CONDITIONS

1. HFCC reserves the right to cancel any rental agreement, temporarily or permanently, should the applicant fail to obey the conditions of the rental.
2. In the case of cancellation, the deposit for any function will not be returned unless (14) days notice is given.
3. Applicant(s) signing for an organization must be a member of authority in the organization seeking accommodation and must be physically present during the entire event.
4. The rental agreement is not transferrable. No subletting is allowed.
5. The applicant or organization represented by the applicant agrees to repay HFCC for any damage to the property or equipment of the HFCC that may occur during the applicant's occupancy or because of the use of the same. This may be deducted from the damage bond or billed separately.
6. Persons or organizations using the facilities assume the full responsibility for the proper supervision of the event and are solely responsible for any claim, and they agree to indemnify and save harmless HFCC or its agents or volunteers from all claims that may arise.
7. The applicant is responsible for the conduct and supervision of persons admitted to the facility and shall see that all regulations contained in this permit are strictly adhered to.
8. The applicant is to pay for the rental as scheduled on the rental agreement attached.
9. The applicant agrees to pay any additional costs beyond the rental agreement that result from the event, ie, extra work required by custodial staff for clean-up. Actual cost incurred will be charged.
10. Games of chance, lottery or gambling in any form contrary to law and/or By-law is strictly prohibited.
11. The applicant is responsible for paying and/or acquiring all Federal, Provincial or City licenses and/or permits that may pertain to this event, ie, liquor licence, etc.
12. Liability insurance coverage is the responsibility of the applicant and proof of sufficient coverage shall be provided upon request.
13. HFCC will not be responsible for personal injury or damage or for the loss or theft of clothing, equipment or supplies of the applicant or anyone attending at the invitation of the applicant.
14. Upon vacating the premises, the renter will return the facility to the same condition as found. Kitchen appliances and all lights turned off and doors locked.
15. **SMOKING IS NOT ALLOWED IN THIS HALL - smoking is punishable by law subject to \$5000.00 penalty.**

## HALL POLICIES

1. No tape of any kind be used on the hall floor; only masking tape can be used for wall decorations.
2. No staples, thumb tacks or tape can be used on the tables.
3. No frying and no frying pan is allowed in the kitchen; kitchen facility is for warming food only.
4. Use only space and equipment (tables and chairs) rented as per rental agreement.
5. During inclement weather, snow will be cleared before an event and entrances shovelled and sanded. Shovels and salt will be made available.

## CLEAN-UP RULES

1. Bar must be closed by 1:00 a.m., and everything cleaned up & the premises vacated by 2:00 a.m. NO LATER.
2. Wipe down tables and put chairs on top of the tables - legs up for easy cleaning of the floor.
3. Take down all decorations, sweep floor and if there is any spillage on the floor mop it.
4. The Hall practices recycling program, separate your garbage according instructions.
5. Wipe down kitchen counters and stoves, remove food and drink from the fridge and clean it.
6. Washrooms must be left in a tidy condition, overflowing garbage should be bagged and disposed.
7. The damage bond will be used to provide for extra clean-up (\$25.00 per hr.) if all rules are not followed. If a major damage occurs, any repair work will be billed directly to the Renter.

**Unused Damage Bond will be returned 48 hours after the event.**

8. Turn off all interior lights and secure all doors when leaving.

For HFCC: \_\_\_\_\_ Renter: \_\_\_\_\_