



**Greenwood Recreation Association**

**In co-operation with the Corporation of the City of Pickering**

*Rental Coordinator: Betty Anne Gifford, Tel. 905.428.7608*

*Alternate Contact: Chantal Bigras, Tel. 905.619.0174*

# **Greenwood Community Centre Rental Agreement**

We are pleased that you are considering the Greenwood Community Centre to hold your gathering. We hope to be able to assist you in making your gathering a pleasant and successful experience. Please take the time to review this package as it contains important information pertaining to the rental of facilities at the Greenwood Community Centre.

## **RENTAL POLICIES & PROCEDURES**

### **Availability**

To check the availability of the facility, please call the Greenwood Rental Coordinator. You will be asked to provide details of the purpose of your rental and contact information (e-mail or mailing address) so we can forward the rental agreement package to you.

We will arrange a mutually convenient time to tour the facility and discuss the terms of rental. References may be required from the renter before a rental agreement is signed. This will be left to the discretion of the Rental Coordinator.

The maximum capacity of the Greenwood Community Centre is 150 people. Should you wish to rent only part of the facility, the agreed capacity will be adjusted accordingly.

### **Fees**

Rental fees will be determined on an hourly rate or event basis depending on the timing and purpose of rental. The Greenwood Recreation Association (GRA) reserves the right to set fees based on the nature of the rental agreement.

Rental fees will include a cleaning fee covering a maximum of 2½ hours of cleaning service. Should the condition of the facility following the rental warrant additional cleaning, the renter will be responsible for supplemental cleaning services at a rate of \$60 per hour.

When any type of music or dancing occurs within a Greenwood facility during a rental, the GRA is required to pay a Socan fee. This tariff is added to your final fees. For more information regarding Socan and their role visit [www.socan.ca](http://www.socan.ca).

### **Security Deposit**

All Rentals WILL require a security deposit of \$200. This deposit is due 3 weeks prior to the event and will be cashed to ensure sufficient funds are available on account. Refund of the deposit will take place if no damage or excessive maintenance costs are incurred as a result of the facility rental. Refund will be provided the next business day following the event if paid by cash or certified cheque and within 10 business days if paid by personal or corporate cheque. The renter must pay for all damages to facilities arising from the use of facilities by contract even if these exceed the amount of the deposit.

### **Payment of Fees**

If the date of your event is **greater** than 3 months away, a deposit of 50% of the total rental fee is required upon execution of the rental agreement with the balance due 21 days prior to the event. If the date of your event is **less** than 3 months away, **FULL** payment is required when the agreement is signed.

**Note: Payment can be made by cash, certified cheque, personal cheque or corporate cheque payable to the Greenwood Recreation Association.**

### **Additional Licenses, Insurance, Tariffs & Certification**

**Liquor Licenses:** For any Social Function where alcohol will be served, a Liquor License is required 3 weeks prior to the event. Visit the LCBO website at <http://www.lcbo.com/products/permits.shtml> or call 1.800.668.5226 for information on how to obtain a Liquor License.

*Note: A copy of your Liquor License must be submitted to the Greenwood Rental Coordinator at least 3 weeks prior to your event.*

**Liability Insurance** The Greenwood Recreation Association requires any event serving alcohol to have a minimum of \$1,000,000 third party general liability insurance coverage naming the "Greenwood Recreation Association and the Corporation of the City of Pickering" as additional insured. A copy of the certificate is required 3 weeks prior to the event.

For Closed Private Licensed functions, (i.e., not open to the general public and of a private nature), this certificate can *usually* be obtained via the applicant's home insurance. For Public Licensed functions, this certificate can be obtained via PAL

Insurance call 1-800-265-8098 or visit their website at [www.palcanada.com](http://www.palcanada.com) (click on 'Ontario Only' - Party Alcohol Liability).

The use of special apparatus such as smoke machines, inflatables, scissor lifts, sky jacks etc. must be approved 3 weeks prior to the event by the Greenwood Recreation Association. Any additional requirements for the use of such equipment (insurance, CSA approval) must be agreed upon and followed by the renter.

**Content Insurance:** The GRA shall not be liable for any damage to or loss of any property brought into the facility. The GRA does not provide content insurance for any rental/user groups. Rental/user groups are encouraged to purchase adequate content insurance coverage.

**SmartServe:** For Public Licensed functions the GRA requires a SmartServe Certificate (program designed to promote responsible alcohol beverage service). For information about this program call toll free at 1.877.620.6082. This certificate can be obtained online at [www.smartserve.ca](http://www.smartserve.ca) (look for the FAQ on the top menu, then Online Training for more information). A copy of this certificate is required 3 weeks prior to the event.

It is the responsibility of the Licensee to provide all outstanding special event permits (i.e. Special Occasion Permit, Insurance, SmartServe License etc.) within the designated time. It is also the responsibility of the Licensee to obtain copies of the proper certification for the qualified bartender(s) and to submit a copy of these to the Greenwood Rental Coordinator, at least three weeks prior to your event.

**Note: failure to provide all necessary documentation as outlined above, will VOID your rental.**

# Greenwood Community Centre Facility Rental Agreement

This rental agreement is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_ by and  
between the Greenwood Recreation Association ('GRA') of Greenwood, Ontario and

\_\_\_\_\_ Hereinafter the 'Renter' Of  
(Name of Renter / Authorized Representative)

At  
(Name of Organization)

\_\_\_\_\_  
(Full Address – street, city, postal code)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Alternate Phone).

*Personal information contained on this form is collected under the authority of the Municipal Act and will be used for the purpose of administering facility rentals. Questions about this collection should be directed to the Corporation of the City of Pickering, City Clerk at One The Esplanade, ON L1V 6K7 - 905.420.4611.*

The Renter hereby represents the following with regard to the rental of the Greenwood Community Centre:

Date(s) of Rental and Frequency:

Time of Rental (including any set up and take down time required):

Start Time:

End Time:

Facilities Requested (Main Floor, Upper Floor, other):

Number of people attending:

Agreed Building Capacity: 150

Purpose of Rental:

Do you plan to sell food or any other product? Yes No

**Do you plan to sell or serve alcohol?** Yes No

Do you plan to play music? Yes No

Will there be dancing? Yes No

Will pay duty police officers be in attendance: Yes No

Will an admission be charged: Yes No **If "yes", amount of fee:**

Profits (if any) from admission fees, food, beverages, other sales will be used for:

The facilities named on the Rental Agreement are to be used only on the date(s) and time(s) specified and only for the purpose(s) named. The GRA hereby reserves the right to enter the facility and take such actions as deemed necessary to ensure compliance with the terms set out herein and for the prevention of damage to property or injury to persons.

## Schedule C

### RENTAL FEES:

The Renter agrees to provide payment of rental fees in full, calculated as follows:

Base Rental (including _____ hours of cleaning services)	\$
SOCAN Fees	\$ -----
Security Deposit Required (refundable in accordance with agreement terms)	\$
<b>TOTAL DUE</b>	<b>\$</b> <input type="text"/>

Refund of the security deposit will take place if no damage or excessive maintenance costs are incurred as a result of the facility rental. The Renter has the right to accompany the GRA representative on the post-rental walk-through to determine the nature or extent of any damages. When authorized, the security deposit refund will be provided the next business day following the event if paid by cash or certified cheque and within 10 business days if paid by personal or corporate cheque. The renter agrees to pay all damages to facilities arising from the use of the facilities by contract even if these exceed the amount of the deposit.

### RENTER'S RESPONSIBILITIES:

It is the Renter's responsibility to ensure that all required licenses are secured and provided at least three (3) weeks PRIOR to the date of event or function (i.e. Liquor License, Smart Serve Certificate, Liability Insurance, etc.)

The renter is responsible for the conduct and supervision of all persons admitted to the facilities, and shall see that all rules and regulations contained in the agreement are strictly observed and enforced. The maximum capacity specified in the rental agreement shall not be exceeded. No children under the age of 18 will be left unattended while using the facility. All activities must be conducted in an orderly manner. Use of profane language is prohibited. The renter will not cause or permit to be caused at the facility during the period of this rental, any shouting or unusual or unnecessary noise which disturbs or is calculated to disturb the peace, quiet or comfort of any person(s) in any type of residence, institution or place of business within the Hamlet of Greenwood in the City of Pickering.

It is the renter's responsibility to ensure that all belongings are removed from the facility at the end of the rental.

**We certify that we have read the Rules and Regulations attached to this Rental Agreement and agree to conform hereto and to be strictly bound thereby.**

### Rental Agreement Executed By:

**Greenwood Recreation Association:**

**Renter / Authorized Representative:**

\_\_\_\_\_  
(Please Print Name of Representative)

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## RULES AND REGULATIONS

1. The execution of a Rental Agreement is entirely at the discretion of the Greenwood Recreation Association (GRA) in co-operation with the Corporation of the City of Pickering, Culture and Recreation Division. The Greenwood Recreation Association reserves the right to cancel any rental agreement temporarily or permanently:
  - Should accommodations be required for special events; or in an emergency
  - Upon breach of these rules and regulations;
  - Should the GRA be of the opinion that the premises are not to be or are not being used for the purpose(s) contained in the agreement;
  - Should the renter or organization fall in arrears with the Greenwood Recreation Association.
2. **The agreement is not valid without a signature by the renter.** The person signing the agreement must be at least 25 years or age and if signing on behalf of an organization must be a person authorized by the organization to do so.
3. The renter agrees to leave the facilities in the same state it was found prior to renting, including the condition and location of equipment and supplies and the general state of repair of all facilities and items within the facilities. Clean-up and/or damage charges may be levied.
4. The rental agreement is not transferable. All rental agreement holders must comply with Federal, Provincial and Municipal By-Laws.
5. Smoking of any type of tobacco product is not permitted in the Greenwood Recreation Centre. The Centre and surrounding green space / parking lot is designated non-smoking (Durham Region By-Law 660-2002).
6. The renter is responsible to ensure compliance with the Fire Safety Plan during the term of the rental. Open flames are not permitted (with the exception of candles on a birthday cake) unless fully enclosed in a non-flammable container such as a hurricane glass. Make note of all locations of fire exits, pull stations and fire extinguishers. Prior to the start of the event, please inform occupants that in the event of fire, they must evacuate from the nearest exit and remain on-site until otherwise directed by the Fire Department. Fire exits must be kept clear at all times with 3'6" clearance at all doors. Upon discovery of fire, sound the fire alarm and leave the building immediately. Call 911 and give the facility name and complete address.
7. Games of chance, lottery, or gambling in any form, contrary to law is strictly forbidden.
8. If liquor of any type is to be served, sold or available at the function, the renter must obtain all necessary permits and licenses and must adhere to the City of Pickering, "Alcohol Management Policy". No under-age drinking is permitted in the facility at any time. A copy of the liquor license must be posted on the wall during the function. All alcohol services must close promptly at the time designated by current provincial liquor regulations.
9. For all special occasion functions, the liability insurance for the function (a minimum of \$1,000,000) must name the Greenwood Recreation Association and the Corporation of the City of Pickering, as additional insured and proof of insurance must be provided to the Greenwood Rental Coordinator, or designate, a minimum of twenty-one (21) days prior to the event.
10. For Public Licensed functions the GRA requires a SmartServe Certificate (program designed to promote responsible alcohol beverage service). Information is available at [www.smartserve.org](http://www.smartserve.org).
11. The GRA reserves the right to provide security personnel or pay-duty police at the expense of the renter, should the GRA deem it necessary.
12. The GRA will not be responsible for personal injury or for the loss or theft of clothing or equipment of the renter or organization, or anyone attending on the invitation of the renter or any persons contracted by the renter. Caterers, bartenders, disc jockeys, entertainers, etc are the renter's responsibility.
13. It is the responsibility of the renter to see that all persons admitted to the event have vacated the premises and grounds promptly as stated on the agreement. Facilities must be vacated ½ hour after the rental agreement expires, ensuring that all decorations and function supplies have been removed. Setup time should be included in Event Time (Start/Finish). Please calculate appropriately. Renter is responsible for own set-up.
14. A member of the GRA will provide keys up to 24 hours prior to the rental date to the renter. The renter agrees that no copies of any keys for the Greenwood Recreation Centre will be made while in their possession. The keys will be left on the upper floor bar with all doors locked upon vacating the premises. Please ensure main doors are properly latched and locked upon exit (sometimes they stick).
15. Decorating is the sole responsibility of the renter. The use of flammable decorations in excess of 10% of wall space is prohibited. Staples, nails, glue, etc. are not permitted. Masking or other tape is allowed but must be removed at the end of the event. Helium balloons are permitted, provided they are securely anchored. No confetti / rice is allowed in GRA facilities or parking lots.
16. Unless previously arranged with the GRA, the foosze-ball table, pool table, and ping pong table are not for use by the renter. If the renter does make such arrangements, the renter must secure access in advance to the accessory items (i.e. pool cues and balls, ping pong paddles, etc.)
17. All food, catering equipment, empties and supplies must be removed from the premises immediately after the event. Ensure the kitchen is clean and that the stove and lights are turned off before premises are vacated. Tables and chairs must be put back as found in the storage area in an orderly fashion immediately after the event.
18. Empty all garbage pails used during rental and replace with clean garbage bags (located in the kitchen on the upper floor). Garbage must be placed in the garbage bin outside of the building. DO NOT leave any garbage bags outside the bin. If the bin is full, take it home. Please take all recycling with you. There is no pick-up at the Community Centre.
19. All cancellations must be received in writing 30 days prior to the function or the entire rental fee will be forfeited. Greenwood Community Centre cancellations are subject to a \$30.00 administration fee.