

MAPLE HALL RENTAL AGREEMENT TERMS & CONDITIONS

Between the Renter and the Cumberland Lions Club (CLC) Inc.

Schedule A - General Event Rates & Information

1. FEES (Taxes included):

- An hourly rental fee of \$75.00 will be applicable where the Renter needs the Hall for 5 hours or less.
- For a 6 hour day event or an evening event the rental fee is \$350.00. (for example 6 pm to midnight)
- For events lasting more than six (6) hours, the renter will be required to pay the hourly rate of \$40.00 for each additional hour or part of an hour exceeding 15 minutes.
- For events requiring a Bar the rental fee will be \$525.00.
- A \$150.00 refundable cleaning/damage deposit is required.
- Access to the Hall is permitted only after the full payment is made and a signed copy of the Rental agreement is received. In order to confirm your space, a 100% rental cost deposit is required at the time of the booking.

2. INCLUDED WITH THE FEES:

- Use of the Maple Hall. In order to enable decorating, the Hall will be made available in advance of the event. Do's and Don'ts can be found at the end of this document.
- Maple Hall is an accessible building including a barrier free family washroom, with a wheelchair ramp at the back door, complete with a designated parking space.
- Use of the kitchen is available for the day of the event. It is equipped with a commercial gas stove with two ovens, six burners, a griddle and a fridge.
- Use of all tables and chairs. Comfortable seating for 120 (Main Hall)
 - 18 x (6' x 30") tables
 - 2 x (4' x 30") tables
 - 2 x (8' x 30") tables
 - a raised performance stage

3. CANCELLATION TERMS:

In the event of cancellation prior to the proposed event, a written notice is required. To protect from loss of business, the following timetable is the refund policy and associated terms to be applied for a refund.

- 45 days or longer in advance = 100% refund of rental fee
- 30 to 45 days in advance = 70% refund of rental fee
- 15 to 30 days in advance = 40% refund of rental fee
- Within 15 days, this will result in the loss of the entire rental fee

4. HALL CONTACTS

- For opening of the hall, decorating and cleaning questions:
 - John Haddad 613-833-3240

And ONLY if Mr. Haddad is not available please contact the following

- Gordon Kerluke 613-833-0316

Schedule C - Various Stipulations and provisions

1. Other Conditions, Renter is responsible for the following:

Renter shall indemnify, defend, and hold harmless CLC, its officers, agents, volunteers and employees, from and against any claims, damages, costs, expenses, or liabilities arising out of or in any way connected with this rental agreement including, without limitation, claims for loss or damage to any property, or for the death or injury to any person or persons.

2. Cleaning

After the event/gathering, the Hall shall be left neat and tidy. This is the Renter's responsibility and shall be completed immediately following the event. If the Hall is not used by the CLC the following day, the cleaning can take place next day; this is to be coordinated with John Haddad. All garbage, refuse and rubbish shall be placed in the outside garbage container at the rear of the Hall. If the renter fails to do the required clean up and/or damages are noticed following the event will result in the forfeiture of the deposit.

3. Decorating

The Hall will be made available for decorating the day before and the day of the event so long as it does not conflict with other users. This is to be coordinated with John Haddad. A list of Do's and Don'ts with respect to decorations is set out in Schedule D.

4. Noise

To respect the City of Ottawa Noise By-law No. 2004-253 the Renter will ensure the noise produced by any sound system is not likely to disturb neighbors. During the later hours of the evening the CLC may insist that the front doors remain closed when not in use.

5. Catering

The kitchen is provided free of charge however use of the CLC's cutlery and china is not permitted. The Caterer and/or Renter are responsible for providing their own cutlery and china and returning the kitchen to its original state at the end of event.

6. Smoking

According to the Smoke Free Places By-law No. 2001 -148, the entire Hall and associated areas such as washrooms and kitchen is a smoke free public place. Smoking is permitted outside the back doors, provided the doorway is not blocked and cigarettes are properly disposed of in the containers that are provided.

7. Candles and Open Flame

These are only permitted by approval of management of the CLC and while Hall is occupied. After the use, they must be promptly extinguished.

Schedule D - A list of Do's and Don'ts with respect to Decorations.

1. Do's

- Have fun decorating but please note that it is limited to non-permanent adhesive or thumbtacks. Sparkles in any shape or size, seeds and rice or small beads are not permitted anywhere in or outside. Additional clean-up fees will apply if any of these products are used.
- Put decorations up with transparent tape, it's not as sticky as the clear tape and won't peel the paint.
- Use the hooks in the ceilings and walls whenever possible.
- Check with us for step ladders.
- Do not remove any Lions memorabilia of the CLC without coordinating it with the CLC. Some memorabilia is not removable, and others we'd rather move out of your way ourselves.
- Return tables and chairs to their original position. There are marked lines on the walls, indicating where the tables should be centered.
- Decorative materials and personal items are required to be removed following the event and any items left behind after the event for more than 48 hours will be removed and the Renter will be contacted prior to the disposal of the items by the CLC.

2. Don'ts

- Please do not use confetti inside the building because it gets into the cracks in the floor making it very difficult to remove or outside to respect our neighbors.
- Do not use nails for hanging or attaching decorations to anything.
- Do not block any Fire Exits under any circumstances.