

Windsor Community Centre

99 Springside Dr., Winnipeg. Ph: 233-0648 Fax: 231-3497

RENTAL AGREEMENT

Viewing Area/Games Room	Taunton Room	Kids/Games Room	Board Room
Date: _____	Date: _____	Date: _____	Date: _____

Name of Renter / Organization _____

Contact Person _____

Ph. _____ Address _____ e-mail _____

Time: From _____ to _____ Occasion _____

Set Up required: Yes _____ No _____ Liquor Permit _____

Details: _____

RATES

Day rate: \$ _____ Evening rate: \$ _____ Hourly rate: \$ _____ X _____ = _____ \$ _____

Surcharge: Holiday \$ _____ Bartender \$ _____ Kitchen \$ _____

Room Total \$ _____

Surcharge Total \$ _____

TOTAL COST \$ _____

Deposit \$ _____

Renters Signature _____ WCC Representative Signature _____

Date: _____ Date: _____

***See reverse for rules and conditions (please read carefully)**

Rules, Conditions and Responsibilities

Rules and Conditions

The person(s) renting the room from Windsor Community Club (hereinafter referred to as “the renter”) agrees to pay the full rental fee due a day before the rental or if on the weekend the Friday before the rental.

The renter agrees to pay \$100.00 deposit at the time of booking in order to guarantee the space. This deposit is non-refundable due to cancellation or termination for any reason within 2 weeks of the event. This deposit also acts as damage deposit.

The damage deposit shall be refunded by cheque within 7 business days following the event, provided there are no damages, as assessed by Windsor Community Centre. Any damages costing in excess of the damage deposit shall be due and payable by the renter no later than 7 days following the date of the rental.

All renters using the Viewing/Games Room or the Taunton Room for the evening must ensure that everything is cleaned and that they are out of the building by 2am or a surcharge of \$50.00 will be applied to the rental invoice.

The Renter will be responsible for:

1. Abiding by the City of Winnipeg Smoking Regulation By-Law No. 88/2003 and not allowing smoking within the Windsor Community Centre.
2. A proper and visible liquor permit and to ensure opening/closing of the bar as indicated on the permit and that no more than 2 persons are allowed behind the bar at any one time.
3. Not allowing minors to handle, serve, purchase, possess or consume alcohol.
4. Not allowing liquor to be taken outside the Windsor Community Centre.
5. Maintaining order at all times in and around the Windsor Community Centre. Drunkenness and disorderly conduct is not allowed. Violation of regulations of an occasional permit for liquor can result in immediate vacating of the premises without refund to the renter.
6. Any actions resulting in bodily injury or articles/monies stolen from any guests or workers (volunteers) during the event or in any way related to the departure from the event and will absolve Windsor Community Centre of any blame or liability in any such instances.
7. Cleaning all facilities (including Canteen) used immediately after the function, including removing all garbage, decorations, sweeping floors, etc.