

Onoway Heritage Centre & Alliance Activity Centre
Hourly Users Rental Contract

1. Name of Group (Lessee): _____
2. Contact Person: _____
 Address: _____
 Telephone (Home): _____ (Cell): _____
 Email: _____
3. Type of Activity: _____
4. Date of Activity: _____
5. The event name you would like listed on our "Events Monitor":

6. Equipment required: Number of Chairs _____ Number of Tables _____ Podium _____
 Coat Rack _____ Projector Screen _____ Digital Projector (\$20/day) _____
 Wi-Fi (\$15/day) _____ Curtains (\$20/8ft section per day) sections required _____ Other _____

7. Rates Effective July 1, 2017

- a) Open Area - Time _____ x \$30 _____
 - b) AAC (gym) - Time _____ x \$30 _____
 - c) Room 1 – Time _____ x \$20 _____ **
 - d) Room 3 - Time _____ x \$20 _____ **
 - e) Room 4 - Time _____ x \$20 _____ **
 - f) Conference Room G - Time _____ x \$20 _____ **
 (**available - room rates for 3 days or more - \$130/day)
 - g) Kitchen
 \$30.00 per hour for up to 3hrs - hrs _____ = _____
 3hrs to 6hrs is our ½ day rate – \$100 - hrs _____ = _____
 Over 6hrs - daily rate - \$200 - hrs _____ = _____
 Kitchen damage deposit - \$200 _____ = _____
 - h) Coffee Service - (30 or 100 cup urn) size _____ x \$25 _____
 - i) Equipment – Other (carried over from # 7) _____ = _____
- Total _____

8. The facility will be opened 15 minutes prior to booked time if requested (Y/N) _____.
9. The Lessee is responsible for set up, take down and cleanup after rental.
10. An additional fee will be charged for any damage or breakage or excessive janitorial cleanup.
11. Nails, tacks, pins or tape will not be used on the facility walls. Blue painters tape may be used if necessary.
12. The number of attendees are to be emailed to admin@onowaymuseum.ca immediately following the function for Guild records.
13. All accidents and injuries must be reported to The Guild immediately after the rental.

****THE SIGNATURES BELOW CONFIRM AGREEMENT WITH THE CONTENT OF THIS CONTRACT. THE LESSEE ALSO AGREES TO COMPLY WITH THE REGULATIONS IN THIS CONTRACT. FAILURE TO COMPLY WITH THE TERMS OF THIS CONTRACT AND REGULATIONS WILL RESULT IN CANCELLATION.**

LESSEE (SIGNED): _____ (PRINT) _____

DATE: _____

LESSOR (SIGNED): _____ (PRINT) _____
 ONOWAY AND DISTRICT HISTORICAL GUILD

DATE: _____

****IN AFFIXING MY SIGNATURE TO THIS RENTAL AGREEMENT, I DO HEREBY AGREE TO THE TERMS OF THIS CONTRACT AND ITS REGULATIONS IN THIS CONTRACT, AND ACCEPT PERSONAL RESPONSIBILITY FOR ALL MONIES THAT BECOME DUE AND PAYABLE TO ONOWAY AND DISTRICT HISTORICAL GUILD FOR RENTALS MADE ON BEHALF OF THE AFOREMENTIONED.**

Owned and operated by Onoway and District Historical Guild.