

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: _____ Date of Activity: _____
4. The event name you would like listed on our "Events Monitor":

5. Equipment required: Number of Chairs _____ Number of Tables _____ Podium _____
Coat Rack _____ Projector Screen _____ Other _____

6. RATES

- a) Open Area - Time _____ x \$30 _____ **
- b) AAC (gym) - Time _____ x \$30 _____ **
- c) Room 1 &/or 3 – Time _____ x \$20 _____ **
- d) Room 4, 5 &/or 6 - Time _____ x \$20 _____ **
- e) Conference Room G - Time _____ x \$20 _____ **
- f) Room _____ & Kitchen _____ x\$35 _____ **
- g) AAC or Open Area & Kitchen _____ x\$45 _____ **
(circle choice)
- h) 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 _____ = _____

**(Room rates for 3 consecutive days or more are available upon request)

- i) Coffee Service – 30 cup - \$25 _____ or 100 cup - \$50 _____ = _____
- j) Wi-Fi – Daily Rate _____ x\$15 _____

k) Curtains (\$20/8ft section per day) sections required _____ x\$20 _____

l) Digital Projector - per day _____ day/s x\$20 _____

Total _____

7. The facility will be opened 15 minutes prior to booked time if requested (Y/N) _____.

8. The Lessee is responsible for set up, take down and cleanup after rental.

9. An additional fee will be charged for any damage or breakage or excessive janitorial cleanup.

10. Nails, tacks, pins or tape will not be used on the facility walls. Blue painters tape may be used if necessary.

11. The number of attendees is to be emailed to admin@onowaymuseum.ca immediately following the function for Guild records.

12. 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.