

Onoway Heritage Centre & Alliance Activity Centre Room Rental Contract

1. Name of Group (Lessee): _____
2. Contact Person: _____
Mailing Address: _____
Telephone (Home): _____ (Cell): _____
Email: _____
3. Type of Activity: _____ Date of Activity: _____
4. Event Name for Monitor _____
5. Equipment required: Number of Chairs _____ Number of Tables _____ Podium _____
Coat Rack _____ Projector Screen _____ Other _____

6. RATES - (please circle which room is required below)

- | | | |
|-------------------------------|--|--------------------------------------|
| a) Open Area or AAC(gym) | Time requested _____ | |
| | Non-Profit - Hrs _____ | x \$30/hr _____, \$200/Daily _____ |
| | Commercial-Hrs _____ | x\$37.50/hr _____, \$250/Daily _____ |
| b) Open Area or AAC & Kitchen | Time requested _____ | |
| | Non-Profit - Hrs _____ | x \$45/hr _____, \$300/Daily _____ |
| | Commercial-Hrs _____ | x\$56.25/hr _____, \$375/Daily _____ |
| c) Room 1 or 3 | Time requested _____ | |
| | Non-Profit - Hrs _____ | x \$20/hr _____, \$133/Daily _____ |
| | Commercial-Hrs _____ | x\$25/hr _____, \$166/Daily _____ |
| d) Room 4, 5 or 6 | Time requested _____ | |
| | Non-Profit - Hrs _____ | x \$20/hr _____, \$133/Daily _____ |
| | Commercial-Hrs _____ | x\$25/hr _____, \$166/Daily _____ |
| e) Room _____ & Kitchen | Time requested _____ | |
| | Non-Profit - Hrs _____ | x \$35/hr _____, \$233/Daily _____ |
| | Commercial-Hrs _____ | x\$43.75/hr _____, \$291/Daily _____ |
| f) Conference Room G | Time requested _____ | |
| | Non-Profit - Hrs _____ | x \$20/hr _____, \$133/Daily _____ |
| | Commercial-Hrs _____ | x\$25/hr _____, \$166/Daily _____ |
| g) Kitchen - | Kitchen damage deposit _____ | = \$200.00 _____ |
| | \$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 _____ | = _____ |

h) Coffee Service – 30 cup - \$25_____ or 100 cup - \$50_____ = _____
(includes coffee, creamers, sugar, sweeteners, stir sticks and cups)

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

j) Wi-Fi # days _____ x \$15/day_____

k) Digital Projector # day _____ x \$20/day_____

Total _____

7. The facility can be opened 30 minutes prior to booked time for set up if requested at no charge with a minimum 2 hour booking (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 are 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.

****If the kitchen is required a Kitchen Rental Contract will need to be completed – please request from bookings office.**

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

****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 COULD RESULT IN CANCELLATION AND/OR FUTURE BOOKING PRIVILEGES.**

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.**

Feb 20, 2019