

RENTAL AGREEMENT

Rentals are handled on a first come, first serve basis and are confirmed only when a rental agreement is signed and payment is received. Please read the reverse for terms and conditions of agreement. You must have a copy of this contact at rental time. See web site for more details at www.lindenwoodsc.com

Date(s) of Event: _____ **Time of Event:** _____

Name: _____ **Address** _____

Phone: _____ **E-Mail** _____

Event Type (i.e. Shower, Birthday) _____

We must be notified if a Liquor permit will be taken out, Will require Credit Card for rental

Multi-Purpose Room, Rate = \$35 per hour, Gymnasium = \$55 per hour, Gym & MPR = \$75 per hour

Note: MPR holds a maximum of 60 people and the gym is rented ONLY for sports (no food)

Agree to charge Credit Card (Yes or No) : _____ **Signature:** _____

Print Name: _____

Date: _____

Room requested (MPR or GYM or Both): _____

Equipment needed (add in Special requests)

Tables & Chairs Included, Projector & Screen and Projector . Coffee -\$8 carafe available at canteen

Special requests and setup: _____

Rental Total: _____ **Checks made out to "LWCC"**

Credit Card Information (Must have credit card to reserve, if no credit card full payment by cash or check required) You may also phone in credit card info after you e-mail in form

Credit card Type (Check) _____ Master Card _____ Visa

Name on Card: _____

Credit Card #: _____

Expiration Date : _____ (MM/YY)

Postal Code: _____ (Required)

1. Linden Woods Community Centre is not responsible for any items lost, forgotten or left by an individual or group before, during and after your rental.
2. Application will be considered for use only during normal operating hours.
3. A credit card or payment in full is required to reserve the GYM or MPR. **Please rent time needed for set up and clean up and your event.**
4. To cancel a rental, please call office 204-487-2435 and e-mail lwcc.manager@shaw.ca if cancelled 1 week or less prior to rental date NO refund will be issued, if cancelled more than 1 week or more prior to rental a 50% charge will apply. If canceled 1 month prior no charge will apply.
5. Users under 18 years of age must have the rental agreement signed by a sponsoring adult, who must be present for the meeting/party and accept responsibility for the minor participants, and any damage done to the room.
6. Renters are permitted to bring and use their own equipment subject to approval of the office.
7. Renters and participants agree to use and limit their use to the room rented.
8. Room rentals DO NOT include the use of the canteen or kitchen or common areas.
9. Activities involving more than normal wear on the facilities will not be permitted. Users will be held responsible for any and all damages as assessed by the office.
10. Please place all garbage in the receptacles provided.
11. Any material used on the walls should be done with masking tape or painters tape only.
12. On the day of the event, notices or flyers announcing the user's event or use of the room may be placed on the door of the rented room ONLY.
13. Facilities cannot provide storage space for users of the rented rooms.
14. Internet access is available via Shaw and MTS accounts.
15. Groups may serve food and drinks in the MPR only.
16. Smoking is not permitted within our facilities.
17. Alcoholic consumption inside our building is strictly prohibited in public areas, Liquor permits are only permitted in the MPR.
18. No confetti is allowed within any of our facilities. **Non marking soled shoes** only for gym use, birthday parties and events in the MPR require only clean dry footwear.
19. Report any problems/concerns to staff on duty located in canteen or main office
20. Users and participants must leave the premises before the facility closes.
21. **MPR holds a maximum of 60 people: If more than 60 observed in MPR a \$500 charge will apply. If you have a liquor permit minimum charge of \$2000 will apply for over capacity. No exceptions.**

Thank you for your responsible use of the community center. Linden Woods Centre Managers and staff reserve the right to ask any user to leave if they are in violation of the conditions and responsibilities outlined in this policy, or if the users and activities pose a threat to the safety of patrons or in violation of the law. If the conditions are not followed, LWCC has the right to cancel the rental contract and deny future requests for room rental to the renting party.

By signing this agreement, I agree to hold Linden Woods Community Centre harmless from any liability for damage, loss or destruction of property or injuries to any persons. Any claims for such loss, damage or injury are waived by signing this agreement. I agree to accept responsibility for any damage occurring to the rental room or its contents during use or as a result of such use, and will bear the full cost of repair, including replacement, if necessary.

Signature: _____

Print name. _____