



CASTLEGREEN COMMUNITY CENTRE RENTAL AGREEMENT

213 Castlegreen Drive Thunder Bay, ON P7A 7W4
807-767-6214 Fax: 767-4585 Email: clerk@castlegreen.on.ca



Contact Person		Telephone:
Mailing Address		
Type of Function		Liquor Served? YES NO
Date (s)		

FACILITY	Rate Liquor Served		Rate No Liquor		Time Required		TOTAL HOURS	TOTAL CHARGES
	Hourly	Minimum (10 Hours)	Hourly	Minimum (4 Hours)	From	To		
Main hall &Kitchen	\$25.00	\$250.00	\$22.00	\$88.00				
Sunset Room	\$25.00	\$250.00	\$22.00	\$88.00				
Non-profit rate 4 Hours = \$75.00								
2 Bartenders (6 HR)	\$96.00 per Bartender		\$96.00 x 2 = \$192					
Security/Damage Deposit: Liquor Served: \$200.00 No Liquor: \$75.00								
No refunds without 14 day notice of cancellation from contact person only.								
TOTAL PAYABLE								

Conditions of Rental:

- ♦ The undersigned being of the age of majority agree to the following conditions:
- ♦ Where liquor is served, must obtain a **Special Occasion Permit** and to comply with the Liquor Control Act.
- ♦ To assure that the premises are occupied only within the hours specified above.
- ♦ To arrange tables and chairs and to neatly return them to the storage location prior to vacating the premises.
- ♦ To assure that the premises are cleaned and without damage upon vacating.
- ♦ To reimburse Castlegreen for any damages or extra cleaning costs arising from their use of the premises.
- ♦ To give a minimum of **14 days notice of cancellation** of this Agreement.
- ♦ To abide by **all rules and regulations** posted on the premises and listed on the back of this Agreement.
- ♦ Return check list and keys when the event is over, by putting it in the mail slot at the front office.

Signature:	Date:
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Office Use Only

Date Deposit Paid:	Balance Owing: Due 2 Weeks Before Event	Date Balance Paid:
Bartender:	Hours: to	Amount Payable \$ Amount Paid \$
Bartender:	Hours: to	Amount Payable \$ Amount Paid \$
Special Arrangements:		
Date Keys Picked Up:	Date Keys Returned:	
Signature of Renter:	Signature of Staff:	
Check List Given: YES NO (circle)	Check List Returned: YES NO (circle)	

Remember to pick-up KEYS on:

Office Hours M-F 8:30am-12pm 1pm-5pm

(date)



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enterprises build
a better world

RENTAL CONDITIONS

- Where bartenders are appointed by Castlegreen Co-operative, they are an agent of Castlegreen Co-operative and are authorized to act on behalf of the Co-op on matters pertaining to the interpretation of these Rules and regulations.
- All laws of the Ontario Liquor Licence Act regarding the sale and consumption of liquor must be strictly adhered to at all times.
- The person signing this rental Agreement, (Renter) and the person obtaining the liquor licence (Licensee) shall be equally and severally responsible for adherence to the L.L.B.O. regulations and to these Rental Conditions.
- Drunkenness or disorderly conduct is not permitted. The bartenders shall not serve liquor to persons they deem to be impaired and it shall be the responsibility of the Renter and the Licensee to identify to the bartenders those persons thought to be impaired and to assist the bartender should a problem arise because of declined service.
- No alcohol may be consumed anywhere except in the facilities designated in this Agreement.
- The Renter is responsible for damage to the premises, clean up of the kitchen & hall, and restoring tables & chairs to their original locations. Such work shall be done with the assistance of, and under the direction of, the bartenders.
- Rental rates shall apply to each continuous usage starting within the calendar day and continuing not later than 2:30 a.m. of the following day, including time for set up & clean up. Where the hourly rate exceeds the minimum rate, the hourly rate shall apply.
- The bartenders appointed by the Co-op shall be the last person(s) to vacate the premises and may remain to complete work left undone by the Renter. Where such hours worked exceed the listed charge for the bartender, the hourly rate shall apply and be charged to the Renter.
- Any costs arising out of, damages caused by the Renter or guests at the function, excess occupancy charges, bartending or clean up, may be deducted from the security deposit.
- Castlegreen shall not be responsible for articles left on the premises
- The Renter waives and releases Castlegreen Co-operative from any claim arising out of the use or occupancy of the premises and shall indemnify Castlegreen for all claims, costs, damages and fees, suffered by or imposed upon Castlegreen Co-operative, either directly or indirectly, in respect to any matter arising out of the use or occupancy of the premises.
- I certify that I have read and understood the above Rental Conditions and agree to abide by them:

Signature _____

Date: _____

*****For after hours assistance please call Greg at 626-4377 or Sharon at 628-5686 *****

WIFI PASSWORD : Greencastle215 (capital G)