

Morden Community Centre

Rental Agreement

(Effective – 2014-01-01)

This Rental Agreement contains important information regarding the use of the Morden Community Centre (hereinafter called '**The Centre**'). The application for rental must be reviewed by the Morden Community Association (hereinafter called '**MCA**') or its designated agent.

1. Application

All community centre rentals for any community resident or local organization shall be approved by the Board of Directors or their appointed agent. The deposit amount, which includes the necessary security deposit, must be submitted with the application.

2. Rental Fee

Community Centre Rental - \$50.00 or \$100.00 (see item 10.)
Security Deposit - \$100.00 or \$200.00 (see item 10.)

The security deposit will be returned within 14 days after your function providing that no damage has occurred. If damages occur that are more than the security deposit, applicant agrees to either perform the repairs to the MCA's satisfaction or pay for the extra damages as set out in item 11.

3. Time

All events held in The Centre must end by 1:00AM.

4. Capacity

The maximum capacity of The Centre is 120 people.

5. Community centre Set-Up

The Centre set-up is the responsibility of the renter. The community centre property must be returned in the condition at the time of rental, as documented by a pre-rental walk-around report.

6. Decorations

Decorations added or installed by the renter shall be carefully placed so as to avoid permanent damage to the walls, ceilings and other community centre property.

7. Community centre Clean-up

The renter must remove from the property all garbage and recyclables no later than 10:00AM the day following the rental. The renter is responsible for the clean-up of kitchen area if the kitchen is used. This is critical to the security deposit refund.

8. Kitchen usage

The renter may use all of the kitchen items and appliances except for the commercial dishwasher. This appliance can only be used if the renter has arranged for an approved operator as designated by the board and prior approval is obtained.

9. Smoking Policy

The Centre is a **NO SMOKING** facility and this policy will be enforced. Any violation of this item will result in the loss of your security deposit.

10. Alcoholic Beverage Policy

No alcohol is to be served without prior approval of the MCA. Under no circumstances can alcohol be served without a proper NSLC permit. The person who signs the NSLC special permit is responsible for the liquor service and must be present in person at the event for the duration of liquor service.

If liquor is to be served and/or consumed during this event, the rental fee is \$100.00 and the damage deposit is \$200.00 and must be paid at the time of booking the centre.

Acknowledged: ___ *initial*

11. Damages

Any damages that occur to The Center and/or other facilities that are a direct result of your rental event, (for example decorations that cause damage) are cause for adjustments to the security deposit refund. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair The Centre to its original condition.

Acknowledged: ___ *initial*

Morden Community Centre Rental Agreement

Application Date _____

Event Date: _____ Event Time: _____ to _____

Resident/Organization: _____

Address: _____

Name or type of Event _____

Number of attendees _____ (not to exceed 120)

Will alcoholic beverages be served? Yes ___ No ___

The undersigned, individually and on behalf of the above named organization, agrees to be entirely responsible for any and all losses, damages or other injuries to the property owned by the MCA while that organization or their guests are on MCA property. Furthermore, the undersigned understands that all rental fees paid to the MCA are non-refundable and that the MCA will not be responsible for the loss, damage or theft of personal property, or personal injury to those occupying the facility.

The undersigned acknowledges that they have read all the terms of the Rental Agreement and agrees, individually or on behalf of the above named organization, to abide by these rules.

Name (please print) _____

Address _____

Home Phone _____ Work _____

Signature _____

Position (if group or association) _____

MCA approved by: _____ Date: _____

Security deposit: \$ _____ Rental Fee: \$ _____ Received: \$ _____