

## Wynndel Community Centre (WCC) Rental Terms

Start by booking on-line – these pages to be printed and submitted with payment.

---

### Rights of Wynndel Community Centre (WCC) and Responsibilities of Renters

#### 1. General

- All music must cease by 1:00 AM and organizers and guests must vacate the building by 2:00 AM.
- Overnight parking of vehicles (only) whose drivers are unfit to drive is permitted.
- WCC is not responsible for vehicles parked on WCC premises or for any items left on site by Renters or visitors.
- WCC furniture and assets are for indoor use only.
- WCC is a smoke-free facility. Receptacles for butts are available outside. It is the responsibility of the Renter to remove butts etc from the parking lot.
- Candles or other items with open flames are NOT permitted in the facility. LED candles are permitted.
- Materials such as glitter, confetti, birdseed, rice, straw or hay are not permitted in the Hall or on the grounds.
- All exits must remain clear for safe and easy access.
- The Renter shall leave the rental area(s) in a clean and tidy condition, including:
  - o replacing all items to location from which they were moved.
  - o sweep floors and if necessary wash spills/sticky spots on floors.
  - o wash, dry and store tables as per diagram in storage locations.
  - o return and stack chairs as per diagram in storage locations.
  - o place all garbage in dumpster (key provided)
  - o lower thermostats to 10 degrees when leaving Hall.
  - o ensure all doors are locked securely – you can turn to lock position, leave keys inside hall on a counter, and exit with the push bars.

#### 2. Food and Alcohol

The following permits may be required depending on the circumstances and are the responsibility of the Renter. Permits must be presented at time of access:

- Food Safe Kitchen person on site **when food is being served to the public**
- Special Occasion Liquor License AND Serve-it-Right bartender when alcohol is being served or sold
- Event Liability Insurance - If alcohol is being consumed on the property during the rental, the Renter must acquire Event Liability Coverage Insurance to the limit of \$2,000,000 (available at any insurance office). The Wynndel Community Centre must be named as additional insured in the policy. Proof of insurance must be presented to a board member with final payment or the event may be cancelled.
  - o “Food Safe” methods for dishwashing and kitchen clean-up must be followed.
  - o What to bring: ladder(s) for decorating, extensions cords, tea towels and washcloths for bar area. Linens are provided in downstairs kitchen.

Renter Initial: \_\_\_\_\_

3. Cancellation Policy

3.1. \$50. fee for cancellation prior to 2 weeks before rental date.

3.2. Forfeiture of damage deposit if cancellation within 2 weeks of rental date.

3.3. The WCC reserves the right to cancel the agreement up to 48 hours prior to the day of use/or at any time when a state of emergency is declared by authorities or unsafe environmental conditions exist in the opinion of the WCC Board of Directors. In such an event, Renter agrees that the WCC shall have no responsibility or liability for any disruption or damages or loss that the Renter may suffer or incur due to such a cancellation. The WCC shall attempt to notify Renter as soon as possible if such cancellation occurs. All fees paid will be returned.

4. Regulations

4.1. The Renter/User shall indemnify and save harmless the Wynndel Community Centre (also known as WCC), its directors and employees from and against all claims, demands, costs, actions, or suits of any nature or kind whatsoever attributable or in any way related to or arising from this rental/use or event hosted by the Renter/User, including all allegations and liabilities based upon contract, tort or statute.

4.2. The Renter may not re-assign, transfer nor amend the terms of this agreement without the express written consent of an official of the Board of Directors of the Wynndel Community Centre.

In fixing my signature I have read, understood and agree to comply with the above rights, responsibilities and regulations.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

WCC note to contract:

Amount of Damage Deposit returned \_\_\_\_\_ Date Returned \_\_\_\_\_

Signature for DD Return: \_\_\_\_\_