

For Office use only:
Contract signed: _____
Fees received: _____
Booked in calendar: _____

Booking made Centre Greene staff: _____
Date: _____
Confirmed by -WM-: _____

Centre Greene

RENTAL AGREEMENT September 2012 to August 31, 2013

1. ORGANIZATION: _____
2. DESCRIPTION OF ORGANIZATION: _____
3. NAME OF REPRESENTATIVE (S): _____
4. Email ADDRESS: _____
5. TELEPHONE NUMBERS: (H) _____ (O) _____
6. REASON FOR RENTAL: _____
7. ESTIMATE NUMBER OF PEOPLE ATTENDING: _____
8. ROOM(S)/EQUIPMENT RENTED UNDER THIS AGREEMENT: _____

9. DATES & TIMES COVERED UNDER THIS AGREEMENT (including set-up & clean-up times): _____

10. RENTAL RATES:

Gymnasium	\$50/hr x _____ = _____	Conference Room	\$15/hr x _____ = _____
Sunroom	\$40/hr x _____ = _____	Studio	\$22/hr x _____ = _____
Kitchen	\$18/hr x _____ = _____	3rd Floor	\$2/hr x _____ = _____
Multi-purpose	\$20/hr x _____ = _____		

11. TOTAL RENTAL FEE*: _____

12. PAYMENT SCHEME:

- a. Party and One-Time only rentals: **Payment in full at least five days before date of event.**
- b. Short, Medium and Long term rentals: **10% at time of contract signing and balance half way through rental schedule.** (minimum \$25 at signing to cover cancellation fees)

Refund policy: Rental fees will be refunded minus a \$25.00 office fee. Cancellation must be made **minimum of one day prior** to scheduled time of event. Please call (514) 931-6202 and leave a message. Cancellations made on the day of will be charged at full rental rate for one time or recurring rentals.

Deposit : _____ date _____ staff initials _____

Balance : _____ date _____ staff initials _____

*Party and One-time Only Rentals: Contract **not** valid until:
1) Date and Time confirmed by Centre Greene coordinator;
2) Contract is signed by Centre Greene coordinator.
3) Payment is made in full.

TERMS & CONDITIONS OF THIS RENTAL AGREEMENT

- 1) **The time allotted under this rental agreement will be respected. The renter will be charged our full hourly rental fee for any additional time spent in the space. This includes set-up and tidy-up times. Renters are expected to vacate the building upon completion of their allotted time, which includes the use of showers and other facilities.**
Renters please initial indicating understanding of condition #1: _____

1090 Greene Avenue
Westmount H3Z 1Z9

Tel: (514) 931-6202 Fax: (514) 931-4505

www.centregreene.org, info@centregreene.org

For Office use only:
Contract signed: _____
Fees received: _____
Booked in calendar: _____

Booking made Centre Greene staff: _____
Date: _____
Confirmed by -WM-: _____

- 2) The renter understands that it is his/her responsibility to familiarize him/herself with Centre Greene's Safety Measures Plan (see office for document), as well as relevant emergency evacuation routes. Renter is responsible for the safe evacuation of all his/her participants in an emergency.
- 3) The renter is responsible for leaving the room clean and tidy. Any furniture or equipment that was moved will be returned to its original location. The floor will be left clean. There are brooms and mops available for this purpose. If the kitchen is part of this agreement, it will be left clean, all dishes will be cleaned and put away. If the renter fills the recycling bins, it is their responsibility to empty the bins into the larger bins in the basement. Any areas left dirty will incur a cleaning fee.
- 4) Centre Greene is located in a residential neighborhood and all efforts must be made to respect its peace and quiet. It is the renter's responsibility to ensure that his/her guests respect the municipal bylaws regarding noise, loitering, parking and usage of the alley between Greene Avenue and Columbia Street. Public Security will be called and the renter's event will be terminated, on the spot, if there are transgressions of the bylaws.
- 5) It is the renter's responsibility to ensure that participants do not park behind the Centre. Unauthorized cars will be towed!!! Please inquire at the office about additional parking nearby.
- 6) The renter is responsible for replacing any Centre Greene equipment that is lost, stolen or broken while in their possession.
- 7) The renter agrees that Centre Greene is not responsible for any lost or stolen items.
- 8) The renter agrees not to look to Centre Greene, nor to its insurers, for any property damage and/or personal injury or death caused by or to any or by any person participating in the renter's programme/event at Centre Greene, 1090 Greene Avenue, Westmount, Québec.
- 9) The renter understands that rooms not part of this agreement are strictly off limits to the participants of the renter's programme/event.
- 10) For events/programmes involving children, the renter is responsible for ensuring that children are supervised **at all times**. The renter agrees not to leave Centre Greene premises until all children have been picked up by their parent(s) or guardian(s).
- 11) Centre Greene is a non-smoking building. Please ensure that this is respected.
- 12) If the renter intends to serve alcohol, a permit must first be obtained from La Régie des Alcools, des Courses et des Jeux. Centre Greene does not have a liquor permit. This permit is at the renter's cost.

Signature (Renter)

Date

Signature (Centre Greene Director)

Date

1090 Greene Avenue
Westmount H3Z 1Z9
Tel: (514) 931-6202 Fax: (514) 931-4505
www.centregreene.org, info@centregreene.org