



Send cheque (*payable to the Woodridge Community Club*) and signed agreement to:
 Woodridge Community Club
 Box 127
 Woodridge, MB ROA 2N0

**Woodridge Community Club Inc.
 RENTAL AGREEMENT
 (Non-Liquor Event)**

Between: _____
 (*Lessee Name*)
 and
Woodridge Community Club (WCC)

CONTACT INFORMATION:

Contact Person: _____ Group Name (if applicable) _____
 Street Address: _____ Town/City: _____
 Mailing Address: _____ Town/City: _____ PC: _____
 Telephone: (home) _____ (work) _____ (cell) _____
 Email address: _____

1. The Lessee agrees to rent the facilities of the WCC Hall on _____, 20____.
 (day & date)
 The rental period shall be from _____ (start time) to _____ (end time) on the date shown above.

2. The Lessee agree to rent the WCC for the sum of \$ _____
 Extra services \$ _____
TOTAL of hall rental agreement \$ _____

*Refer to **SCHEDULE A for Hall Rental Rates & Fees**

3. **The Lessee shall pay a damage/security deposit of \$200.00** to the WCC upon signing this agreement.

FOR OFFICE USE ONLY:

Damage/Security Deposit \$ _____ Payment received on: _____
 Payment made by cash or cheque Receipt # _____
 Rental Payment (Balance owing) \$ _____ Payment received on: _____
 Payment made by cash or cheque Receipt # _____

4. **The Lessee agrees to all of the terms and conditions as outlined in Schedule B.** Any violation or breach of these rules and regulations, could result in the:
- a. immediate termination of the rental agreement and eviction from the premises without refund to the Lessee and/or
 - b. WCC refusal for future rentals by Lessee.

TYPE OF OCCASION/FUNCTION:

NON-LIQUOR EVENT:

- Shower
- Meeting
- Church Service
- Funeral (resident)
- Funeral (non-resident)
- Family Gathering
- Private Party

5. Extra services and facilities are available at cost. If the Lessee requires additional services he/she must identify those services and facilities in advance of their event and with prior knowledge and consent of WCC. Refer to SCHEDULE A for more information.

SCHEDULE A

RATES & FEES:		
OCCASION (Non-Liquor Event)	Rates & fees	Details
Shower (bridal, baby)	\$150.00	Includes hall cleaning
Bridal Shower if Lessee has booked their wedding social or wedding at WCC	\$100.00	Includes hall cleaning
Meeting or Church Service	\$150.00	Includes hall cleaning
Funeral (resident of Woodridge & surrounding area within a 5 mile radius)	\$100.00	Includes hall cleaning
Funeral (non-resident)	\$200.00	Includes hall cleaning
Family Gatherings	\$150.00	Includes hall cleaning
Private Party (under 60 people)	\$200.00	Includes hall cleaning
OCCASION (Liquor Event)	Rates & fees	Details
Wedding (by invitation only)	\$900.00	Price includes: 2 bartenders (8 p.m. – 1 p.m.) Security (8 p.m. – 1 p.m.) Hall Cleaning (after the event)
Social (via saleable tickets)	\$900.00	Price includes: 2 bartenders (8 p.m. – 1 p.m.) Security (8 p.m. – 1 p.m.) Hall Cleaning (after the event)
Business Function/Private Party (by invitation only)	\$900.00	Price includes: 2 bartenders (8 p.m. – 1 p.m.) Security (8 p.m. – 1 p.m.) Hall Cleaning (after the event)

Available Services	Fees	Details
Extra bartenders	\$12/hour per bartender	If you MLCC liquor permit require more than 2 bartenders, the WCC will coordinate extra bartenders.
Extra security	\$15/hour per security person	
Use of kitchen facility & supplies	To be negotiated	The Lessee can only use the kitchen will prior knowledge and permission from WCC. Lessee must adhere to all kitchen rules and regulations that are posted.
Catering by WCC	To be negotiated	Contact Woodridge Community Centre for menu and price list.

SCHEDULE B

Attached hereto and forming part of the Woodridge Community Club (WCC) Inc. Hall Rental Agreement

1. The Lessee guarantees no more than 400 people will be in the community centre at any one time as authorized by WCC's occasional permit license.
2. Anyone caught fighting, creating a disturbance or doing willful damage in the WCC and property will be evicted immediately.
3. The Lessee is responsible to ensure their guests refrain from smoking anywhere in the Hall including E-cigarettes and vaporisers.
4. All decorations to be installed must be approved by WCC.
 - a. No tape (i.e. masking tape, duct tape) or tacks are to be used. ONLY painters tape and putty adhesive (i.e. Holdit or Funtac) may be used to apply decorations to the wall.
 - b. Hay bales are not permitted due to fire hazard.
 - c. Decorations must be carefully removed at the end of the function to avoid damage to walls, floors and/or ceilings. Damage as a result of decorating is the responsibility of the Lessee.
5. At the end of the function, the Lessee must ensure the facility is returned to the same condition as it was prior to the event and all items brought in must be removed at the end of the function.
 - a. If kitchen use have been approved by WCC, the Lessee is responsible to ensure that
 - i. Kitchen rules and regulations are strictly adhered to.
 - ii. Kitchen supplies, appliances, counters, sinks, etc. are cleaned at the end of the function.
6. The Lessee agrees to pay for any and all damages to the WCC's property.
 - a. Any damages to the facility and/or equipment shall be deducted from the deposit and the balance (if any) returned to the Lessee within fourteen (14) days after the event. If the damage estimates exceeds the amount of the damage/security deposit, the Lessee will be invoiced for the difference.
 - b. If upon inspection no damages have been assessed, the Lessee has the option of applying the damage/security deposit against the hall rental balance owing and it will be noted on invoice.
 - c. Any refunds will be issued within fourteen (14) days of the event.
7. Payment in full for the amount due and owing must be made by cash or certified cheque within seven (7) days upon receipt of invoice.
8. Any changes from these terms and conditions must have written approval from the WCC Board.

The Lessee hereby acknowledges having read the rental agreement and this Schedule B which forms an integral part of the rental agreement and understands and agrees to abide by and comply with the terms and conditions stated therein. The Lessee agrees that Woodridge Community Centre Inc., its' directors and members are not liable for anything that may happen to anyone or anything in or around the rented facility arising out of the rental and the function held.

DATED this _____ day of _____, 20 _____.

LESSEE

Woodridge Community Centre Inc.