**HALL RENTAL AGREEMENT**

***IMPORTANT: COVID-19***

The Filipino Community Centre of Windsor/Essex County, Inc. (FCCI) is committed to protecting the health and safety of its Members, Volunteers, Renters and Participants who utilize the facility amidst the COVID-19 pandemic. The FCCI will work with the Renter to ensure compliance of health and safety guidelines under the Ontario Emergency and Civil Protection Act and local health unit orders including, but not limited to, attendance size, physical distancing measures, screening and enhancing cleaning protocols.

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| **CONTACT INFORMATION** | **Name of Renter:**  |  |
|  |  |
|  | **[ ]  Organization** **[ ]  Individual** |
|  | **[ ]  Non-Member** **[ ]  FCC Member** |
| **Contact Person:** |  |
| **Home Telephone:** | **(****)** **-** |
| **Cell:** | **(     )      -** |
| **Email:** |  |
| **Address:**  |  |
| **City:** |  |
| **Postal Code:** |  |

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| **EVENT INFORMATION** | **Name of Event:**  |  |
| **Function:***(ie/ baby shower, anniversary, meeting* |  |
| **Date(s):** |  |
| **Set-Up Time:***Max 4 hours* |  | **[ ]  A.M.** | **[ ]  P.M.** |
| **Event Time:** |  | **[ ]  A.M.** | **[ ]  P.M.** |
| **Tear Down Time:** |  | **[ ]  A.M.** | **[ ]  P.M.** |
| **Attendance No:** |  |

**HALL RENTAL**

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| RENTAL RATE | [ ]  Day Hourly Rate (9:00 a.m. – 5:00 p.m.) *Min 4 hours, including set-up* | $50.00 |
| [ ]  Evening Flat Rate (6:00 p.m. – 1:00 a.m.) | $395.00 |
| [ ]  Wedding Reception Rate | $495.00 |

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| **EQUIPMENT RENTALS** |
| KITCHEN | [ ]  Stove  | N/A |  |
| [ ]  Fridge | N/A |  |
| [ ]  Microwave | N/A |  |
| SERVICE TABLES | [ ]  Round (8 person capacity) | N/A | Amount: |  |
| [ ]  Long (8-10 person capacity) | N/A | Amount: |  |
| [ ]  Buffet Table | N/A |  |
| [ ]  Dessert Table | N/A |  |
| [ ]  Bar Counter | N/A |  |
| [ ]  Registration/Receiving Table | N/A |  |
| [ ]  DJ Table | N/A |  |
| [ ]  Gift Table | N/A |  |
| [ ]  Cake Cart with Wheels | N/A |  |
| [ ]  Wire Food Warmers  | $3.00 | Amount: |  |
| [ ]  Stainless Steel Warmers | $15.00 | Amount: |  |
| STAGE | [ ]  Spotlights | N/A |  |
| [ ]  Decorations | N/A |  |
| [ ]  Head Tables & Chairs | N/A |  |
| [ ]  Sound System *Amplifiers, Portable Speakers, Mic* | $50.00 |  |
| [ ]  TV Screen/iPad/iPod/iPhone/Laptop Hook-Up | $30.00 |  |

**FOR OFFICE USE ONLY**

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| Subtotal: | $      | 50% Rental Deposit:*(50% of rental fee due to confirm agreement)* | $      |
| Security/Damage Deposit: | $100.00 | Balance Due:*(Payable 7 days prior to event)* | $      |
| Overtime Charge of $50.00 after 1:00 a.m. Closing Time: | $      | Date Deposit Paid: |       | FCC Rep: |       |
| **Total Payable:** | **$** | Date Balance Paid: |       | FCC Rep: |       |

*(Please make check payable to FCCI. A fee of $30.00 per NSF returned check will be charged to the applicant or renter)*

**Filipino Community Centre, Inc. (FCCI)**

**Hall Rental Policies & Guidelines**

**(***The RENTER has to initial A, B & C)*

1. **Payments/Deposits/Cancellations**
	* 1. A 50 % rental fee deposit and $100.00 damage deposit shall be paid at the time a confirmed reservation is made. Rental deposit shall be returned to the RENTER if a written (or emailed) cancellation of reservation is received thirty (30) days or more before the event. Cancellation received less than thirty (30) days from the event date is subject to deposit being forfeited to the Filipino Community Centre of Windsor/Essex County, Inc.
2. If inspection of the facility after the event indicated no damage to the Filipino Community Centre of Windsor/Essex County, Inc. property, the damage deposit will be returned to the RENTER within ten (10) days of the event. The Filipino Community Centre of Windsor/Essex County, Inc. reserves the right to retain all or a portion of deposit to cover damage and clean–up costs.
3. All rental fee balance shall be paid in full to Filipino Community Centre of Windsor/Essex County, Inc. at least seven (7) days prior to the event.
4. There will be a $30.00 charge on any cheque returned for non-payment for any reason.

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1. **Rental Rules & Regulations**
2. This Rental Agreement is for the organization or the individual (hereby called RENTER) indicated herein.

It is **NOT** transferable.

1. The Renter will be responsible for all charges incurred due to loss or damage to the premises and /or its contents while using the facility before, during and after the event. It is the responsibility of the RENTER to leave the facility in the same condition as found. Please report any discrepancies found prior to the event.
2. The RENTER agrees to assume responsibility for any injury to vendors and guests attending the event.

Likewise, the RENTER, and not the Filipino Community Centre of Windsor/Essex County, Inc., will be responsible for any article, goods or equipment belonging to the RENTER or its vendors or guests which maybe lost, stolen or damaged within or outside the premises including the parking lots.

1. All decorations must be removed from the premises after the event or the next morning at the latest.
2. If alcohol is served, the RENTER will be responsible for securing the liquor license permit and should be visible at all times during the event. This documentation must be copied and provided to the Filipino Community Centre, Inc. one week prior to the event.
3. Any advertising or promotion should be agreed upon by both the RENTER and the Filipino Community Centre of Windsor/Essex County, Inc. before using the name of the Filipino Community Centre of Windsor/Essex County, Inc. for whatever reason or purpose.
4. This facility is strictly 100 % smoke-free environment. It is the responsibility of the RENTER to enforce this Ontario By-Law.
5. ***THE FILIPINO COMMUNITY CENTRE OF WINDSOR/ESSEX COUNTY, INC. IS NOT LIABLE TO THE RENTERS AND ITS VENDORS AND GUESTS FOR ANY THEFTS OR BREAK-INS AT THE PARKING LOT.***

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**C. Set-up/Decorations/Rehearsals**

1. The seating capacity of the hall with tables is 150 guests. Without the tables, the maximum capacity is 200 guests.
2. Rent of the facility includes the use of the Main Hall, Dining Hall and Kitchen to reheat and store the foods and drinks.
3. The decorations are the responsibility of the RENTER unless otherwise specified by special arrangement with the Filipino Community Centre.
4. Please note the set-up times are as follows: The Filipino Community Centre opens at10:00 am on Saturdays or call the Filipino Community Centre a week before to arrange for set-up time on the morning of the event only.
5. Do not use nails or tapes for hanging or decorating the walls, ceiling or floors.
6. No hanging of any decoration is allowed from the grids of the ceiling.
7. The Hall must be vacated by 1:00 a.m. for any evening event as per the Ontario By-Law.
8. There is a $50.00 per hour overtime charge after 1:00 a.m.

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***For any questions or to arrange for set –up time, please call Milo Santos (966-3592) or Tito Barrera (519-990-1453); OR,***

 ***FCCI at (519) 966-8661and leave a message or via e-mail: fcci@cogeco.net***

***You may also contact Gloria Ymana (977-1463) or Clarissa Cacanindin (519-980-3120).***

**Filipino Community Centre, Inc.**

**Hall Rental Agreement**

**R E L E A S E F O R M**

* The undersigned, as authorized representative of the organization/individual (hereby called RENTER), has read, initialed and understood the FCCI Rental Guidelines appearing on this contract and agrees to conform to them and be strictly bound thereby.
* The undersigned, as authorized representative of the organization/individual herein (RENTER), hereby releases the Filipino Community Centre of Windsor/Essex County, Inc., its directors, members, agents and volunteers from all claims, demands, liabilities, actions or causes of actions arising out of, or which may arise by reason of the undersigned’s use of the facility.
* Without restricting the generality of the foregoing, the undersigned, as authorized by the said organization /individual (RENTER) , does hereby expressly release and forever discharge, the Filipino Community Centre, Inc., its directors, members, agents and volunteers from all claims, demands, liabilities, actions or causes for personal injury or death or damage to property (whether or not owned by the organization/individual (RENTER) or members of the organization (RENTER) or their guests) which may be sustained by the said use of the facility.
* This release shall be binding upon the undersigned releaser, the organization/individual (RENTER) and its members and their heirs, executors, and administrator and shall insure to the benefit of the Filipino Community Centre, Inc., its directors, members, agents and volunteers and its and their heirs, executors, administrators and successors.

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| Print Name of FCCI Rep |  | Print Name of Applicant or Renter |
|  |  |  |
| Authorized Signature of FCCI Rep |  | Authorized Signature of Applicant or Renter |
|            /       /       |  |       /       /       |
| Day / Month / Year |  | Day / Month / Year |
|  |  |  |
|  |  |  |
| In-Charge Custodian |