

MAPLE HALL RENTAL AGREEMENT TERMS & CONDITIONS

Between the Renter and the Cumberland Lions Club (CLC) Inc.

(Reviewed October 2019)

Schedule A - General Information and Rates

1. The use of CANNABIS and VAPING products is prohibited inside the Hall and on the Cumberland Lions Club property.

2. NO ALCOHOL other than what is served by the CLC bar is permitted on the premises. (For the exception see Schedule B Clause 4)

3. CASH ONLY is accepted for all purchases (alcohol and/or food). However an ATM is available on site.

4. FEES (Taxes included)

- An hourly rental fee of **\$60.00** will be applicable for all rentals.
- For events lasting more than the planned hours according to the signed rental agreement, the renter will be required to pay the hourly rate of **\$60.00** for each additional hour or part of an hour exceeding 15 minutes.
- For events requiring a Bar the fee will be an additional **\$150.00**.
- A **\$250.00 refundable** cleaning/damage deposit is required.
- Access to the Hall is permitted only after the full payment is made and a signed copy of the Rental agreement is received. In order to confirm your space, a 100% rental cost deposit is required at the time of the booking.

5. INCLUDED WITH THE FEES:

- Use of the Maple Hall. In order to enable decorating, at no charge the Hall will be made available in advance of the event. Do's and Don'ts can be found at the end of this document.
- Maple Hall is an accessible building including a barrier free family washroom, with a wheelchair ramp at the back door, complete with a designated parking space.
- Also available is a large screen TV and Wi-Fi and an ATM.
- Use of all tables and chairs. Comfortable seating for 120 (Main Hall)
 - 18 x (6' x 30") tables
 - 2 x (4' x 30") tables
 - 2 x (8' x 30") tables
 - a raised performance stage

6. CANCELLATION TERMS:

In the event of cancellation prior to the proposed event, a written notice is required.

To protect from loss of business, the following timetable is the refund policy and associated terms to be applied for a refund.

- 45 days or longer in advance = 100% refund of rental fee
- 30 to 45 days in advance = 70% refund of rental fee
- 15 to 30 days in advance = 40% refund of rental fee

- Within 15 days, this will result in the loss of the entire rental fee

7. HALL CONTACTS

- For opening of the hall, decorating and cleaning questions:
 - **John Haddad** **613-833-3240**

And ONLY if Mr. Haddad is not available please contact the following

- **Frank Schultz** **613-833-1581**
- For Bar issues and / or questions, please contact
 - **Michel Laroche** **613-446-1765**

Schedule B - Terms and conditions for events with a Bar

1. When a Bar is required by the renter, the Alcohol and Gaming Commission of Ontario (AGCO), governs and establishes all the rules for events where alcohol will be served. The following is a sample of AGCO rules imposed on CLC bartenders when working an event with a bar at Maple Hall. ***A complete list is available to view or see the AGCO web site***
 - Contests or games involving the consumption of liquor or as a prize is not permitted,
 - Guests cannot be required to purchase a minimum number of drinks and/or tickets.
 - A photo ID may be requested prior to being served alcoholic beverages.
2. When serving alcohol at Maple Hall the AGCO requires the Cumberland Lions Club to display our liquor license.
3. The Bar service provided by the Cumberland Lions Club, includes staffing of the bar by the CLC's Smart Server volunteers (Members have been certified by the AGCO) and service of liquor during the event. Patrons pay for their drinks (**Cash Only**) at prices set by the CLC. Alcohol sold at the Hall must be consumed within the Hall itself, **never** outside. Signs to that effect are posted on both doors, front and back, and they **must be respected**.
4. No alcohol other than that sold by the bar is permitted on Maple Hall property except;
 - Any home-made wine made special for an event (a wedding or other religious events are the only time this is permitted by the AGCO) arrangement with the AGCO must be made in advance by the CLC bar manager. If there is an additional cost, the renter will be required to reimburse the CLC for these costs. While the wine is served the Bar must close and will not re-open until all the bottles are collected from the table. These bottles will be subject to a **\$15.00** per bottle corking fee.
5. When a Bar is provided as part of your event, the Renter is prohibited from bringing its own beverages of any kind.

Schedule C - Various Stipulations and provisions

1. Other Conditions, Renter is responsible for the following:

Renter shall indemnify, defend, and hold harmless CLC, its officers, agents, volunteers and employees, from and against any claims, damages, costs, expenses, or liabilities arising out of or in any way connected with this rental agreement including, without limitation, claims for loss or damage to any property, or for the death or injury to any person or persons.

2. Cleaning

After the event/gathering, the Hall shall be left neat and tidy. This is the Renter's responsibility and shall be completed immediately following the event. If the Hall is not used by the CLC the following day, the cleaning can take place next day; this is to be coordinated with John Haddad. All garbage, refuse and rubbish shall be placed in the outside garbage container at the rear of the Hall. If the renter fails to do the required clean up and/or damages are noticed following the event will result in the forfeiture of the deposit.

3. Decorating

The Hall will be made available for decorating the day before and the day of the event so long as it does not conflict with other users. This is to be coordinated with John Haddad. ***A list of Do's and Don'ts with respect to decorations is set out in Schedule D.***

4. Noise

To respect the City of Ottawa Noise By-law No. 2004-253 the Renter will ensure the noise produced by any sound system is not likely to disturb neighbors. During your event the CLC staff will insist that the front doors remain closed when not in use.

5. Catering

The kitchen is provided free of charge however use of the CLC's cutlery and china is not permitted. The Caterer and/or Renter are responsible for providing their own cutlery and china and returning the kitchen to its original state at the end of event.

6. Smoking

According to the Smoke Free Places By-law No. 2001 -148, the entire Hall and associated areas such as washrooms and kitchen is a smoke free public place. Smoking is permitted outside the back doors in the designated area, provided the doorway is not blocked and cigarettes are properly disposed of in the containers that are provided.

7. Candles and Open Flames

Only artificial candles are to be used during your event in Maple Hall.

8. Attendance

At your event, the responsible person as indicated on the Rental Agreement application must be in attendance for the duration of the event.

Schedule D - A list of Do's and Don'ts with respect to Decorations.

1. Do's

- Have fun decorating but please note that it is limited to non-permanent adhesive or thumbtacks. Sparkles in any shape or size, seeds and rice or small beads are not permitted anywhere in or outside. Additional clean-up fees will apply if any of these products are used.
- Put decorations up with transparent tape, it's not as sticky as the clear tape and won't peel the paint.
- Use the hooks in the ceilings and walls whenever possible.
- Check with us for step ladders.
- Return tables and chairs to their original position. There are marked lines on the walls, indicating where the tables should be centered.
- Decorative materials and personal items are required to be removed following the event and any items left behind after the event for more than 48 hours will be removed and the Renter will be contacted prior to the disposal of the items by the CLC.

2. Don'ts

- Please do not use confetti inside the building because it gets into the cracks in the floor making it very difficult to remove or outside to respect our neighbors.
- Do not remove any Lions memorabilia of the CLC without coordinating it with the CLC. Some memorabilia are not removable, and others we'd rather move out of your way ourselves.
- Do not use nails for hanging or attaching decorations to anything.
- Do not block any Fire Exits under any circumstances.

Your Lions volunteers are available to assist you in the planning of your event, to ensure that your event is successful and that all your guests experience a fun and safe gathering. If you have any questions and / or concerns do not hesitate to contact any of the members listed on page 2 under Hall Contacts.

WE SERVE.