

Onoway Heritage Centre & Alliance Activity Centre/Gym

Room Rental Contract

1. Name of Group/Individual (Lessee): _____

Mailing Address: _____ Email _____

Telephone (Home): _____ (Cell): _____

2. Type of Activity: _____ Date(s) of Activity: _____

3. Equipment required: Number of Chairs _____ Number of Tables _____ Podium _____
 Coat Rack _____ Projector _____ Projector Screen _____ Other _____

4. RATES - (please circle which room is required below)

a) Open Area or AAC/Gym Time requested _____
 Non-Profit - Hrs _____ x \$33/hr _____, \$220/Daily _____
 Commercial-Hrs _____ x \$41/hr _____, \$275/Daily _____

b) Open Area or AAC/Gym Time requested _____
 & Kitchen Non-Profit - Hrs _____ x \$50/hr _____, \$330/Daily _____
 Commercial-Hrs _____ x \$61/hr _____, \$410/Daily _____

c) Room 1, 3, or Reading Rm. Time requested _____
 Non-Profit - Hrs _____ x \$22/hr _____, \$146/Daily _____
 Commercial-Hrs _____ x \$27/hr _____, \$182/Daily _____

d) Room ~~4~~, 5, or 6 Time requested _____
 Non-Profit - Hrs _____ x \$22/hr _____, \$146/Daily _____
 Commercial-Hrs _____ x \$27/hr _____, \$182/Daily _____

e) Room _____ & Kitchen Time requested _____
 Non-Profit - Hrs _____ x \$38/hr _____, \$256/Daily _____
 Commercial-Hrs _____ x \$48/hr _____, \$320/Daily _____

f) Conference Room A Time requested _____
 Non-Profit - Hrs _____ x \$22/hr _____, \$146/Daily _____
 Commercial-Hrs _____ x \$27/hr _____, \$182/Daily _____

g) Kitchen - Kitchen damage deposit _____ = \$200.00
 \$33.00 per hour for up to 3hrs - hrs _____ = _____
 3hrs to 6hrs is our ½ day rate – \$110 - hrs _____ = _____
 Over 6hrs - daily rate - \$220 - hrs _____ = _____

h) Coffee Service – 30 cups = \$25____ 55 cups = \$35____ 100 cups = \$50____ = _____
 (includes coffee, creamers, sugar, sweeteners, stir sticks and cups)

- i) Wi-Fi # days _____ x \$15/day _____
 - j) Curtains (\$20/8ft section per day) sections required _____ x\$20 _____
 - k) Digital Projector # day _____ x \$20/day _____
 - l) Sound System # day _____ x \$25/day _____
- Total _____

5. The facility can be opened 30 minutes prior to booked time for set up if requested at no charge (Y/N) _____
 Set-up time _____.

6. The Lessee is responsible for set up, take down and cleanup after rental.

7. An additional fee will be charged for any damage or breakage or excessive janitorial cleanup.

8. **Nails, tacks, pins or tape will not be used on the facility walls. Blue painter's tape may be used if necessary.**

9. The number of attendees is to be emailed to admin@onowaymuseum.ca immediately following the function for Guild records.

10. Please note that the Lessee is responsible for the conduct of all their guests and is responsible for the supervision of children at all times, especially in the hallways.

11. All accidents and injuries must be reported to The Guild immediately after the rental.

****If the kitchen is required a Kitchen Rental Contract will need to be completed – please request from bookings office.**

****Room rates for 3 consecutive days or more are available upon request.**

****THE SIGNATURES BELOW CONFIRM AGREEMENT WITH THE CONTENT OF THIS CONTRACT. THE LESSEE ALSO AGREES TO COMPLY WITH THE REGULATIONS IN THIS CONTRACT. FAILURE TO COMPLY WITH THE TERMS OF THIS CONTRACT AND REGULATIONS COULD RESULT IN CANCELLATION AND/OR FUTURE BOOKING PRIVILEGES.**

LESSEE (SIGNED): _____ (PRINT) _____

DATE: _____

LESSOR (SIGNED): _____ (PRINT) _____
 ONOWAY AND DISTRICT HISTORICAL GUILD

DATE: _____

****IN AFFIXING MY SIGNATURE TO THIS RENTAL AGREEMENT, I DO HEREBY AGREE TO THE TERMS OF THIS CONTRACT AND ITS REGULATIONS IN THIS CONTRACT, AND ACCEPT PERSONAL RESPONSIBILITY FOR ALL MONIES THAT BECOME DUE AND PAYABLE TO ONOWAY AND DISTRICT HISTORICAL GUILD FOR RENTALS MADE ON BEHALF OF THE AFOREMENTIONED.**

Owned and operated by **Onoway and District Historical Guild** – Ph: 780-967-1015

Please email completed form to admin@onowaymuseum.ca or drop off at office - 4708 Lac Ste. Anne Trail N, Onoway

Payments can be made by cash, cheque or e-transfer sent to admin@onowaymuseum.ca