**Bosco Foundation**

John Bosco Child & Family Services Foundation

**A Registered Charitable Organization—Canada Customs and Revenue Taxation No. 85985 8664 RT0001**

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**USER GROUP AGREEMENT – BANQUET HALL**

**ORGANIZATION NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ONE TIME ONLY DATE OF USE:**  **Time From: To:**

**RECURRING USEAGE:** **Start Date: n/a End Date:**

 **Day of Use:**  **Time From: \_\_\_\_\_\_\_\_\_\_\_ To:**

**# OF PEOPLE ATTENDING: \_\_\_\_\_\_\_\_**

**AT THE RATE OF: $40.00/hr**

**DAMAGE DEPOSIT: $400.00**

* **Damage deposit is refundable upon conclusion of contract if all conditions of contract are met.**
* **A minimum $50.00 fee will apply for cancellation notice of less than 5 working days.**
* **No shows will be charged the full rental fee which will be deducted from the damage deposit.**
* **Minimum rental charge is for two hours.**
* **Consideration will be given for cancellation due to weather warning provided the Landlord is notified by no later than 12:00 noon on the booked date.**

**TYPE OF FUNCTION**

**Theater  Dance  Sports Event  Wedding  Party  Casual Gathering  Other **

**EQUIPMENT INVENTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Yes** | **No** | **#** |
| VCR / TV |  |  |  |
| Overhead Projector |  |  |  |
| Screen  |  |  |  |
| Podium |  |  |  |
| PA System |  |  |  |
| Stage |  |  |  |
| Tables & Chairs |  |  |  |
| Linens |  |  |  |
| Appliances |  |  |  |
| Cooking Utensils / Dishes |  |  |  |
| Other -  |  |  |  |

**DAMAGE DEPOSIT RECEIVED: $400.00 ­**

**RENTAL PAYMENT RECEIVED:**

**DAMAGE DEPOSIT RETURNED:**

**Damage Deposit & Rental Cheque payable to: Bosco Foundation**

**GUIDELINES GOVERNING USAGE**

Prior to Rental

1. A security pass code unique to the user will be provided.

2. Arrangements for picking up and returning keys.

Group Responsibilities

1. Groups using rental facilities shall provide on-site supervision of the program participants by a competent adult(s). This representative, throughout the occupancy, will:

a) Make himself / herself known to the Landlord or their representative on duty in the building.

b) Enforce all regulations, which are identified by the Landlord or their representative.

c) Be responsible for orderly behavior of all participants and protection of Bosco Foundation property from damage.

d) Supervise entrances and adjacent areas to prevent unauthorized persons from entering the building.

e) Limit activities to the area assigned to the group, and restrict participants to these areas.

f) Ensure that the specified time is adhered to, and all participants vacate the building no later than 15

 minutes after the end time identified on the rental license.

2. THE GROUP AND LANDLORD’S REPRESENTATIVES SHALL WALK THROUGH THE RENTAL AREA BEFORE AND AFTER THE BOOKING TO INSPECT THE PREMISES.

3. In the event of damage, the group responsible will be required to pay the cost of repairs within thirty (30) days of receipt of an invoice (excluding normal wear and tear). Failure to do so will result in the immediate cancellation of the booking. The group will be invoiced for the repairs. Cheques shall be made payable to the Bosco Foundation.

4. The activity and the equipment required must be identified on the rental permit. The equipment will be issued to the group by Bosco Foundation’s representative only at the beginning of the activity.

5. If the conduct of those using the facility is unsatisfactory any rental may be cancelled at any time in the following manner.

a) The Custodian on duty advises the CEO/or representative of any unacceptable conduct and / or damage, at

 which time the appropriate action will be taken.

b) Bosco Foundation’s representative on duty may cancel any activity for one occasion if the conduct of the group is

 deemed unacceptable and if the conduct will endanger the user and or Bosco Foundation property.

6. Bosco Foundation reserves the right to cancel all or a portion of a rental, with or without cause subject to the current cancellation procedures. The group shall have no right to reimbursement on account of any loss, damage or expense unless stipulated in the cancellation procedure.

7. Smoking is strictly prohibited on all of Bosco Foundation property.

8. Liquor and food are strictly prohibited on all of Bosco Foundation’s properties unless properly licensed.

After Event Use

1. Floors swept and spill areas mopped.

2. All cooking utensils, dishes, trays washed and returned to designated areas.

3. All tables wiped.

4. All tables and chairs returned to pre-use designated areas.

5. All garbage removed and deposited in exterior designated waste bin.

6. All bottles removed.

7. All doors and windows are to be secured, all lights are to be turned off and upon leaving the facility the security system is armed.

8. Return the keys, and washed linens to Bosco Foundation Custodian the following day and report any damage or loss.

The facility should be cleaned to User Group’s satisfaction prior to rental use. A prior walk through of the rental facility with the Bosco Foundation Custodian will identify any areas of concern. The User Group is responsible for cleaning all areas used to prior use condition. In the event that there are areas not cleaned or there is loss and/or damage to Bosco property by the User Group the Bosco Foundation will withhold funds from the paid Deposit. Cleaning charges will be at a rate of $20.00 per hour. Loss and/or Damage and cleaning charge will be determined by the Bosco Foundation’s Custodian.

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the conditions for renting said premises and hereby agree to take responsibility for ensuring that conditions are followed.

I hereby agree to pay the rental rate of $40.00/hr. and $400.00 Damage Deposit, and have produced all necessary insurance coverage and licensing requirements.

If, upon inspection after the rental, it has been determined that any of the conditions were not followed, I agree to have the set amount be withheld from the damage deposit.

**The Undersigned expressly covenants and agrees that during its use and occupation of the said premises it will indemnify and save harmless John Bosco Child & Family Services Foundation from and against any and all liability whatsoever resulting from injury or damage to any person, persons or property by reason of or as a result of the use and occupation of the said premises directly or indirectly as herein set forth, or by reason of or as a result of the acts of its servants, agents, employees, or workmen.**

**LIABILITY INSURANCE REQUIREMENTS**

Liability Certificate Policy Number: to be provided

Copy Provided: \_\_\_\_\_\_\_\_\_\_\_

Municipal User Liability Insurance Policy Applied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Municipal User Host Liquor Liability Policy Applied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Liquor License Policy Number:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of User Group Designee Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Bosco Foundation’s Representative Date**

**\*\*Whenever possible the Landlord agrees to provide as much notice as possible with respect to closure resulting from maintenance and repairs. The Landlord cannot be held accountable due to unforeseen closures resulting from Acts of God. Under these circumstances the Tenant will not be required to provide payment during closure.**