



KALAYAAN CULTURAL COMMUNITY CENTRE

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Charitable Registration No. 888226925 RR0001

FACILITY RENTAL TERMS AND CONDITIONS

The Lessee agrees to the following terms and conditions:

- Reservation is confirmed when the booking deposit has been paid. Balance of rental fee is due 30 days prior to the event date.
- Premises must be left in the same condition as it was before occupancy. Damages to the hall or room, chairs, tables, other furniture and equipment incurred during occupancy will result in the forfeiture of the security deposit.
- Unless the Lessee pays for the setup/clean-up, the Lessee is responsible for the room set-up and clean-up. Tables and chairs and other furniture must be returned to their original places. The cost of setup/clean-up may be deducted from the security deposit if necessary.
- The premises must not be used for illegal activities as defined under Canadian law.
- Occupants must not exceed 200 people in accordance with regulations of the Fire Dept., City of Mississauga. Renter is liable for penalties and fines that may be imposed for violation of the occupancy limit.
- Evening functions are for seven hours only from 5:00 P.M. to 12:00 midnight. Any extension of time must be arranged with management and shall not exceed one hour; an additional rental of \$100 per hour shall be paid by lessee.
- When serving alcohol, proof must be presented that event liability insurance, including alcohol for at least \$1,000,000 has been obtained by lessee as well as an appropriate liquor permit from the LCBO both to be displayed at a conspicuous place of the facility. Lessee is responsible for any consequences as a result of serving alcohol during the event at the centre and agrees to forever relieve KCCC from any liability arising there from.
- Smoking is absolutely prohibited within the premises in accordance with the Anti-Smoking By-Law of the City of Mississauga.
- Lessee is responsible for putting away trash in the garbage bin located outside the building on the Northeast side of the complex.
- The security deposit shall be forfeited for violation of this contract or damage to equipment/property or for any infraction inimical to the interest of KCCC. If the damage cost is more than the deposit, lessee hereby agrees to pay the difference.

CANCELLATION/OTHER CHANGES POLICY:

- Booked date(s) may be re-scheduled based on availability of the venue.
- Lessee may substitute booking with another user subject to approval of KCCC.
- Booking cancellation less than 30 days prior to the event shall be charged a cancellation fee of 50% of the booking deposit.

REFUND POLICY:

- Security deposit will be refunded after the event in full unless the provision for forfeiture of deposit applies.
- Refund of rental fees will be subject to cancellation policy indicated above.