



KALAYAAN CULTURAL COMMUNITY CENTRE

5225 Orbitor Drive, Suite 3, Mississauga, ON L4W 4Y8

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Charitable Registration No. 888226925 RR0001

FACILITY RENTAL CONTRACT

Date: _____

Lessee: _____ KCCC Member? Yes No

Address: _____ Phone No. _____

_____ Cell No. _____

Email Address: _____

BOOKING DETAILS

Venue (Room): _____

Date: _____ Time: _____ to _____ Purpose _____

Set-up time _____ Expected Attendance _____ Food served? Yes No

RENTAL RATES				
	Member	Non Member	Booking Deposit	Refundable Security Deposit
Grand Hall				
Saturdays Evenings (5:00pm-1:00am)	\$800/night	\$900/night	\$100 ^{*1}	\$200
Friday & Sunday Evenings (5:00pm-1:00am)	\$500/night	\$600/night	\$100 ^{*1}	\$200
All other times (<i>minimum 2 hours</i>)	\$60/hour	\$80/hour	\$100 ^{*1}	\$100
Hall setup and cleanup (optional)	\$60	\$100		
Meeting Rooms (<i>minimum 2 hours</i>)				
Meeting Rooms (<i>minimum 2 hours</i>)	\$25/hour	\$30/hour	\$30 ^{*1}	\$25
Room setup and cleanup (optional)	\$50	\$50		

^{*1} Facilities rental is a first-pay, first-served basis. Where multiple requests are received for the same facility for the same time period, the requester that pays the booking deposit first gets the reservation.

CHARGES	
Rental Fee	\$ _____
Refundable Security Deposit	
Setup and Cleanup (optional)	
Total	_____
Less: Booking Deposit	_____
Balance (due 30 days prior to event) \$	_____

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.

Cheque(s) must be made payable to Kalayaan Cultural Community Centre.

LESSEE

DATE

KCCC REPRESENTATIVE

DATE