This Agreement is entered into between \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (LESSEE) and the Unitarian Fellowship of Northwest Toronto (UFNWT) based on the following terms and conditions:

1. The LESSEE agrees to submit a **$500. Security Deposit** to secure the reservation of the: Fellowship room\_\_\_\_, Welcome Room \_\_\_\_\_ Enclosed Porch \_\_\_\_\_ Kitchen \_\_\_\_\_ and washrooms (“the Premises”) for the date specified for a special event (“the Special Event”). All other areas of UFNWT’ premises won’t be accessible.
2. The LESSEE agrees to pay a twenty-five dollar ($25.00CDN) charge for any NSF charges.
3. The fee structure is **$20**. per hour for the Rental, and in the case of non-members or associates, **$20. per hour** for supervision with a 3 hour minimum charge.
4. Providing the premises has been left in good condition (clear of all debris, clean, presentable and ready for the next business day’s use), the LESSEE will incur no cleaning charges and the Security Deposit will be returned.
5. the LESSEE will be responsible for all costs incurred by UFNWT resulting from any cleaning, damages to the artwork, furniture, goods or property, however caused, by any person(s) or guests partaking in the Special Event held by the LESSEE, even if the costs exceed the $500. Security Deposit.
6. The LESSEE agrees to the following requests by UFNWT regarding the rental of the facilities, services provided by UFNWT and services provided by outside vendors such as caterers, disc jockeys, entertainers and decorators:
7. It is understood that there are to be no decorations or interference which damage the walls. Balloons and streamers can be used but need to be tape to walls etc using non-paint removing tape.
8. if music is provided, the company of hire agrees to provide their own sound system and set it up and remove it. The UFNWT’ sound system will not be available unless otherwise arranged and details of use are agreed upon.
9. If alcohol is to be served, the LESSEE will be responsible for obtaining their own liquor license as appropriate or legally required and will be expected to ensure that all participants are responsible in their consumption and that no reckless behavior ensues resulting in damage. All foods/beverages and empties remaining from the Special Event are to be either discarded into the garbage/recycling bins or taken by the patrons but are not to be left out on the tables or in fridges provided by UFNWT.
10. UFNWT will not be responsible for loss, damage or theft of any property of the LESSEE or its suppliers or guests. The LESSEE agrees to provide a certificate of $2,000,000. general liability insurance for the duration of the Special Event. One can purchase this insurance at <https://www.palcanada.com/en/special-events-liability>.
11. If UFNWT turns away another renter for the same date(s) covered by this agreement and a Confirmed Booking is CANCELLED less than fourteen (14) business days prior to the first date of the Confirmed Booking, UFNWT will charge the LESSEE a Cancellation Fee equal to twenty-five percent (25%) of the basic cost of the total Premises rental.
12. Similarly, if UFNWT turns away another renter for the same date(s) covered by this agreement and a Confirmed Booking is CANCELLED with LESS than seven (7) business days’ notice, the Cancellation Fee shall be fifty percent (50%) of the basic cost of the total Premises rental.

The terms of this Agreement shall remain in effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Special Requirements \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The following signatures constitute a legal and binding Agreement between the LESSEE and UFNWT regarding the abovementioned terms and conditions of this Agreement.

ON BEHALF OF LESSEE: ON BEHALF OF UFNWT:

Per: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Per: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BILLING Information**

TYPE OF EVENT:

LESSEE Contact Information

Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alcohol in use: Y \_\_\_\_\_ N\_\_\_\_\_ Person applying for liquor license\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule**

**Period of Use:** frequency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Months required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days of the week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time

Finish Time

# of people

***Person responsible for supervising and checking Fellowship House***

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

***Please complete in duplicate, returning one copy to UFNWT, attention: Tehmina Meherali***