

Spencer Schoolhouse Community Centre

7035 Country Lane, Brooklin, Ontario

2024 Rental Agreement for the Spencer Community Centre

Dear: Spencer Schoolhouse Community Centre Renter,

Thank you for your interest in renting the Spencer Schoolhouse Community Centre. Please send along this [contract via spencerschoolhouse@gmail.com](#) to Danielle Friel to confirm and secure that your date and time requested.

Payment can be made by EMT (to [spencerschoolhouse@gmail.com](#)).

Please ensure your payment includes the 1. Rental Fee, 2. Insurance Fee, 3. Deposit Fee.
Make sure your payment clearly states the [date and the name of the individual that booked the event](#).

Rental Fees:

HOURLY FEES

- \$15/hour + insurance fees
- \$100 refundable Deposit
- \$7.50 insurance fee
- Full day rental rate applies to any bookings of five hours or more
- Please include set up time if needed

OR

DAILY RATE

- \$100.00 Rental Fee for the day of booking + Insurance Fee \$7.50 + \$100 refundable Deposit

Facility Rental User Liability Insurance Program:

- The insurance premium will be added to the facility permit as an extra fee and will be required to be paid at the time of booking. The premium will be collected by the Centre and remitted to BFL, Canada. There is no administrative fee charged by the Town of Whitby (the Town) for this program. [The insurance fee for each rental/event is \\$7.50.](#)
- In the event of a claim, there is a deductible of \$1,000 payable to the insurer.
- If a user prefers not to purchase liability insurance through the Town's user group insurance program, the option of purchasing insurance through another insurance provider of their choice is always available. The Town will accept certificates provided by another insurance provider on the Town's form evidencing a minimum of two million dollars (\$2,000,000) Commercial General Liability insurance, and specifically identifying the dates and times of the rental activity. Certificates of insurance must list the Corporation of the Town of Whitby and Spencer Schoolhouse Community Centre Board of Directors as additional insured. Proof of liability insurance will be required prior to the issuing of facility rental agreements.
- [Damage/cleaning deposit \\$100.00 per rental period](#) (Cash payment, returned within 7 days after rental)

Damage/Cleaning Deposit

After your event, please email us to arrange for the return of your damage/cleaning deposit. Please allow 7 days for return of deposit. The Deposit will be returned to you after the Board of Directors ensures no damages have been done during the rental, and that no additional cleaning is required.

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Information

- Maximum capacity is 50 people
- Chairs available
- Tables available
- Suggest bringing bottled water for consumption (well water is treated by UV and tested regularly but does smell like sulfur).

Parking

- There is parking for 5-6 vehicles in front of the Centre as well as on the side of the road. Additional parking on the road if needed at vehicle owners own risk

Renter's Information

- Renter must be 18 years or older
- Renter must inspect premises to determine that there is no existing damage. If there is damage, they must report to the Events Coordinator Danielle Friel at spencerschoolhouse@gmail.com
- Renter must clean- up and return the hall to conditions equal to when they first entered the facility
- A unique passcode will be sent in order to retrieve the key from the lockbox
- Key is to be placed in the lock box on the door at the end of the event
- If any complaints of excessive noise, all activity must be stopped immediately
- The Renter shall be responsible for clearing any snow/ ice from the walkway for the Renter's use. Regular snow removal is made by the Town of Whitby, Monday to Friday, within a reasonable time frame after a snowfall

Renter's Responsibilities

- Fold and put away the rectangular tables against the back wall of the Centre's main room.
- Put away all the square tables into two stacks and place them with the folding tables at the back of the centre's main room.
- Put away all the chairs in stacks of 6 chairs high and place them with the folding and square tables at the back of the centre's main room.
- Properly clean the floors by sweeping and, if necessary, mopping the main room, washrooms and kitchen.
- Empty all garbage containers in the main room, washrooms and kitchen into a garbage bag, which you will take with you to dispose of at your residence (new garbage bags are in the bottom of each garage).
- Ensure all food is emptied from the refrigerator.
- Ensure all sinks are emptied and cleaned of any food, dirt and soap.
- Ensure stovetop and oven are cleaned of any food, spills or dirt.
- Ensure all toilets are cleaned and flushed right before you leave.
- Ensure the heat is turned back down to 15°C or 65 degrees Fahrenheit
- Ensure all windows are shut, and blinds drawn.
- Ensure all lights and fans are turned off.
- Cleaning supplies in the Cleaning Cupboard and underneath the sink in the kitchen/ washroom area.

The Centre is a **smoke-free and alcohol-free** facility. There is no smoking permitted inside the Centre. There is no alcohol permitted inside or outside the Centre.

The Centre is located in a residential area; therefore, we ask that you please be mindful not to disturb the many neighbours who live in close proximity to the Centre.

Contacts

Danielle Friel – Events Coordinator 289-356-2525 daniellefriel55@gmail.com

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RENTAL AGREEMENT

Date of Rental: _____

Beginning Time of Rental: _____ Ending time of rental: _____ Total hours: _____

Renter's Name: _____

Phone Number(s): _____

Address: _____

Email Address: _____

Have you rented the Spencer Schoolhouse Community Centre before? No Yes

Nature of Rental: Wedding Bridal/Baby Shower Anniversary/Birthday Party
 Dance Conference/Meeting Workshop/Classes
 Religious Fund Raiser Other _____

Rental Fee: \$ _____

Damage/Cleaning Deposit: \$ 100.00

Insurance Fee: \$ _____

Total: \$ _____

Date paid: _____

Method of Payment: Cash Cheque EMT

Cancellation Fee:

Half of amount, plus full insurance fees, where rental is cancelled within 1 week to 48 hours prior.
No refund where request to cancel is received less than 48 hours before requested rental date.

The Corporation of the Town of Whitby (the "Town") and the Spencer Schoolhouse Community Centre Board, hereby grants the above mentioned Renter, as noted above, permission to use the facility for the event as outlined, subject to the terms and conditions of this Rental Agreement.

The Renter shall maintain and pay for Commercial General Liability insurance including premises and all operations. The insurance coverage shall be subject to limits of not less than Two Million Dollars (\$2,000,000) inclusive per occurrence for third party bodily injury and property damage or such other coverage or amount as may be requested. The policy shall include the Corporation of the Town of Whitby and Ashburn Centennial Community Centre Board of Directors as additional insured in respect of all activities by or on behalf of the Renter. A certified copy of such policy or Certificate of Insurance on the Town's forms and any insurance renewals thereof shall be provided a minimum of fourteen (14) days prior to the rental period.

In consideration of the issuance of the Rental Agreement, which is the subject matter of this Rental Agreement, the Renter, jointly and severally (if more than one) covenants and agrees to indemnify, defend and save harmless the Town, the Spencer Community Centre Board, its officers, employees, servants, agents and contractors and their respective heirs, executors, administrators, successors, and assigns, with respect to any and all actions, cause of actions, claims, demands, proceedings, costs, damages and expenses howsoever arising either directly or indirectly from the issuance of such Rental Agreement and the carrying on of the business, project, or other activity for which the Rental Agreement is issued.

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The Renter agrees to abide by all Municipal, Provincial and Federal Laws, By-laws and Statutes in place at the time of the event and comply with the agency requirements including the Durham Regional Police, Whitby Fire Department, Region of Durham Health Unit, and any other applicable agencies.

If any provision of this Rental Agreement is held by a competent jurisdiction to be unenforceable, then the remaining provisions will remain in full force and effect. Failure to comply with the terms and conditions of the Rental Agreement could result in cancellation of the rental agreement

Rental, insurance fees and damage/cleaning deposit are payable in full at time of booking. No dates will be reserved without payment in full.

The Spencer Schoolhouse Community Centre is run by the Spencer Schoolhouse Community Centre Board of Directors. The Board does not take responsibility for any damages, uncleaned and/or missing during the rental of the Centre. A damage/cleaning deposit of \$100.00 is mandatory and will be returned upon inspection of the Centre after the event. The damage/cleaning deposit will not be returned if the centre is found to be damaged, dirty, and/or missing items. **Please allow 7 days for the damage deposit to be returned.**

The Centre is a **smoke-free and alcohol-free** facility. There is no smoking permitted inside the Centre. There is no alcohol permitted inside or outside the Centre.

I, the Renter, acknowledge that I am at least eighteen (18) years of age, and I have **carefully** read and understood this Rental Agreement and agree to all the terms and conditions contained herein.

Renter's Signature _____ Date _____

Events Coordinator's Signature _____ Date _____