

**ROOM RENTAL AGREEMENT**

Rentals are handled on a first come, first serve basis and are confirmed only when a rental agreement is signed and deposit or payment is received. Please read the reverse for terms and conditions of agreement.

Date(s) of Event: \_\_\_\_\_ Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Rental:  Birthday Party  Meeting/Conference  Reunion  Shower  
 Other:

Room requested:  Mulvenna Hall (Gym)  Boardroom  Other:

Rates: Mulvenna Hall \$30.00 per hour (for community centre teams, please allow extra time for your set up/clean up)  
 \$40.00 per hour (no set up or take down, please allow extra time for your set up/clean up)  
 \$50.00 per hour (includes set up and take down of tables and chairs)  
 \$800.00 for Social Rental  
 Boardroom \$20.00 per hour (no set up or dismantling, please allow extra time for your set up/clean up)  
 \$25.00 per hour (includes set up and dismantling)

Number of tables required: \_\_\_\_\_ # of chairs required: \_\_\_\_\_

Special requests and setup: \_\_\_\_\_

Signed by Lessee: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Method of Payment:  Cheque  Cash  E-Transfer

\$ \_\_\_\_\_ Rental Fee

\$ \_\_\_\_\_ Additional Rental Fees (Description):

\$ \_\_\_\_\_ Total Fee Paid

Payment can be by e-transfer to:  
 Email: [etransfer@kwcc.email](mailto:etransfer@kwcc.email)  
 Question: your event name  
 Answer: Bodley

Payment can be made by cheque to:  
 Kirkfield Westwood Community Centre

*Please see next page for "Terms & Conditions"*

## TERMS & CONDITIONS:

1. Kirkfield Westwood Community Centre is not responsible for any items lost, forgotten or left by an individual or group before, during and after your rental.
2. Application will be considered for use only during normal operating hours.
3. 50% deposit of rental is due at the time of reservation to hold space. Balance due at start of reservation time.
4. **To cancel a rental, please call the office 204-832-1175 or email office@kwcc.email. If cancelled 10 days or less prior to rental date NO deposit refund will be issued.**
5. Users under 18 years of age must have the rental agreement signed by a sponsoring adult, who must be present for the meeting/party and accept responsibility for the minor participants, and any damage done to the room.
6. Renters are permitted to bring and use their own equipment subject to approval of the Community Centre office.
7. Renters and participants agree to use and limit their use to the room rented and common, public areas such as lobby and washrooms.
8. Room rentals do NOT include the use of the arena canteen however Mulvenna Hall rentals include use of the kitchen.
9. Activities involving more than normal wear on the facilities will not be permitted. Users will be held responsible for any and all damages as assessed by the Community Centre office.
10. Please place all garbage in the receptacles provided.
11. Any material used on the walls should be done with masking tape only.
12. On the day of the event, notices or flyers announcing the users event, or use of the room may be placed on the rented room door.
13. Community Centre Facilities cannot provide storage space for users of the rented room.
14. Internet access may be available upon request.
15. Groups may serve food and drinks with prior approval from the Community Centre office.
16. Smoking is not permitted within our facilities.
17. Alcoholic consumption inside our building is strictly prohibited, unless it is a social hall rental with a valid MLCC liquor permit.
18. No confetti is allowed within any of our facilities.
19. Report any problems/concerns to staff on duty.
20. Users and participants must leave the premises before the facility closes.
21. Users and participants must adhere to current Manitoba Public Health Orders in effect at time of rental (up to date information is available at [www.kwcc.net/covid](http://www.kwcc.net/covid)).

Thank you for your responsible use of the community centre. The Community Centre Managers and staff reserve the right to ask any user to leave if they are in violation of the conditions and responsibilities outlined in this policy, if the users and activities pose a threat to the safety of patrons, or are in violation of the law. If the conditions are not followed, Kirkfield Westwood Community Centre has the right to cancel the rental contract and deny future requests for room rentals to the renting party.

By signing this agreement, I agree to hold Kirkfield Westwood Community Centre harmless from any liability for damage, loss or destruction of property or injuries to any persons. Any claims for such loss, damage or injury are waived by signing this agreement. I agree to accept responsibility for any damage occurring to the rental room or its contents during use or as a result of such use, and will bear the full cost of repair, including replacement, if necessary.