

Oak Park Neighbourhood Centre Facility Rental

CONTACT DETAILS

Organization _____

Contact Name _____

Address & Postal Code _____

Phone Number _____ Email _____

EVENT DETAILS

Event/Activity Name _____

Type of Event _____

Number of Guests (we have a fire code limit) _____

Room(s) Requested _____

Day(s) Requested _____

If this is re-occurring? – how many weeks? _____

From _____ AM/PM To _____ AM/PM (include set up & take down as we may book events before or after yours)

How Many chairs? _____ How Many Tables? _____

Do you intend to have alcohol? -Yes No *If yes, you must provide an alcohol license one month before the event. If you do not get a license and we find out alcohol was provided we will notify the authorities.

Insurance certificate naming Oak Park Neighbourhood Centre 2200 Sawgrass Dr. Oakville On. as additional insured, must be provided at least two weeks in advance of the event. PAL Insurance 519-428-7716 or use your home insurer Requirement met Y N

If you are not the person who will be running the event, you must ensure that person has read the requirements on the next page and understands the responsibilities.

Other Notes? _____

FEES

All rental fees must be paid at least 2 weeks before the event. No exceptions. To book your room we require full payment, insurance, liquor license where required and this agreement signed. If you are running an on-going weekly program, we require post dated cheques that are dated two weeks before the program. You can cancel up to two weeks before the event so that we are able to book others in. If you cancel less than two weeks your rental fee is non-refundable. The rental income we generate covers the cost of our charitable programs and the booking of rooms takes considerable staff time so we can not absorb staff costs when someone cancels. Please note that although we are a charity and need the rental income to cover our mortgage and building costs, we have kept our rental rates low to serve the community but we can not rent at a loss. If we are incurring a lot of costs for utilities, broken equipment, additional cleaning days or the supplies we provide for renters then we will have to increase our fees. Please help us keep our costs low to pass those savings on to you.

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FEES Cont.

Hourly Room Rates (no HST)

Community Room w. kitchen \$28

Attic \$26

1st fl Games Room \$24

1st fl Preschool w. sep bathroom & kitchenette \$24

Loft w kitchenette \$24

Board Room \$22

Offices 1st & 2ⁿ flrs \$18

Typically, there is a 2-3 hr minimum charge.

All rooms must be left the way they were found. You must sweep, take out garbage, mop if needed etc.- please read all details in the Room Rental Responsibilities document and sign. .

\$45 charge if rooms not cleaned and additional fees for any damage done to equipment or the facility- Initial

Cheques are made payable to “Oak Park Neighbourhood Centre” two weeks in advance of the booking. If you choose to pay by paypal please add the 2% paypal fee. Add in the paypal reason that it is for rent and the name and date of the event. Please let us know if you require an invoice or a receipt

OPNC may need to cancel due to unforeseen circumstances and we will make every effort to re-schedule your event or refund your money.

ROOM RENTAL RESPONSIBILITIES

Before the Program, please make arrangements with our office at least one week in advance for instructions to open and close the building 905-257-6029 x 100

When you arrive for your program:

- You must stand still and have the door closed when setting or disarming the alarm. If someone has punched in the wrong door numbers then it takes about 10 minutes to reset. If you have trouble unlocking the door there is a key in the mailbox at 97 Roxton Rd. You must return it that day. Alarm company info is in the back of top desk drawer. Call Michelle or Jeff if there is something that can not wait until the work day. 905 617 0068 or 905 617 3330
- Facility setup is to be done by rental group as per the needs of their program. Please make sure that all toys and equipment are age appropriate and that any Oak Park Neighbourhood Centre supplies are placed out of reach if not appropriate for the program/group.
- Decorations may only be placed on walls using green painters tape. Decorations already on walls may only be moved/covered with permission of Oak Park Neighbourhood Centre.
- You may need to shovel the stairs and salt the stairs. Both will be found on the front porch.
- Do not take tables and chairs from other rooms. Everything you need is already in your room
- Ensure tables are handled carefully when putting up. The tables are \$150 each and you will be charged if you break it but being forceful with the legs when setting up.
- Do not touch the thermostat- we can tell remotely that it has been turned up. If you turn up the air conditioning or heat you will be charged. The rooms are set at 70 degrees.
- Do not leave the doors open when the heat or air conditioning is on. You will be charged extra for this

During the program:

- During inclement weather or winter months please make sure to remove boots. Only socks or indoor shoes. This is especially important with outside road salt coming in on shoes. If this happens there will Oak Park be an additional charge.
- If any of our toys or equipment break or appear to be unsafe then please put them on the counter with a note.
- Ensure proper supervision of all activities and that all participants are conducting themselves in an orderly manner. The room is not large enough to allow for running or gross motor play and climbing on toys is not permitted
- We only permit nut free food in our facility.
- Do not use our office supplies- we are a charity with limited funds.
- Do not move take toys from rooms you are not using.
- Each bathroom has a toilet paper holder on the floor with 3 rolls, Paper towel can be found above kitchen sink, and in large bathroom cupboard. Please help us reduce costs and don't use excessive paper towels. Hand towels are provided in the kitchens.
- You can use our cutlery, plates, mugs etc. as long as you clean them and put away. You must provide your own food/beverages. The food in our fridges is set aside for our programs- do not eat it. If you think we may be able to use your leftovers, please let us know or call to ask. Otherwise we don't know who it belongs to.

Closing Up

- Sound system in community room- do not take our cords- there will be a charge. Ensure cords and settings are put back the way they were found.
- Any equipment brought to facility must be removed after rental is completed.

ROOM RENTAL RESPONSIBILITIES Cont.

- All requirements for clean-up are the responsibility of the renter. All floors, tables and chairs must be cleaned and left in original condition. Sweep and mop if needed. (equipment is located in each room)
- Please empty all garbage cans and place the bags in cans at the back entrance outside on porch. WE have compost and recycling- please sort your garbage. Ensure door is locked afterwards. Any boxes must be collapsed. If you have excessive garbage that can not fit in the bins you must take it home
- Please move any furniture or equipment back to its original place. Ensure chairs are stacked properly fitted together
- Please wash and put away any kitchen items that have been used.
- Please ensure all bathroom taps and kitchen taps are turned off
- Please remember that infants & toddlers use our building so take care to not leave anything that could be a choking or safety hazard in the room.
- Lock all doors, close all windows, turn off the lights
- A logbook has been left on the front desk for all leaders and tenants to use. If you need to get a message to anyone, report an item lost or broken etc. please make sure to write it in the book or email hello@opnc.ca
- When locking the door ensure the dead bolt has locked the door. If a child has been pressing the buttons in the night then it will need 10 minutes to reset.

The persons and/or the organization named in this agreement will

- Ensure all room rental responsibilities are met
- Be responsible for payment for any damage to property or equipment incurred during the occupancy of the building and adjacent premises and any cleaning required as a result.
- Assume full responsibility for proper supervision of their activities and participants on the premises and will assume responsibility for any and all claims arising from their activity/program.
- Assume full responsibility in the event they fail to lock up the building and arm the alarm.
- Ensure all persons attending the activity conduct themselves in an orderly manner and comply with all municipal, provincial or federal legislation applicable to the premises.

Oak Park Neighbourhood Centre reserves the right to cancel room rental for future bookings for failure to comply with the above conditions.

This agreement is to be renewed annually

I/We have read and understand the room rental guideline & Conditions. Signatures indicate acceptance of the above Conditions by both parties.

I/We have the authority to execute this agreement.

Signature – Applicant

Signature – OPNC

Date

Date

Office Use

- Insurance certificate Liquor License
- Payment 2 wks. in advance Post dated Cheq Details _____
- Receipt/Invoice given or N/A Code, Key, Clean & Alarm Inst given Notified of Other Renters at Same time
- Count to ensure not over fire code limit for all events at same time Do we have enough Chairs/Tables
- Full Understanding about extra fees to be charged if negligent