

K-W Masonic Hall Rental Agreement

In consideration of the Rents, Agreements and Conditions herein contained, K-W Masonic Temple Company (440 Weber Street North, Waterloo, ON N2L 4E7) hereafter called the LESSOR, agrees to rent such portions and services of the Masonic Hall as indicated below:

Name

Address

Phone Cell

Email

Hall / Kitchen Portable Bar Sound System Projector

Event Type

Number of People

Date of Event

Duration of Event: From _____ am/pm To _____ am/pm

Access to building (Key Fob) ____ / ____ / ____ Call Dave for time, Dave will open up.

Hall / Kitchen \$ _____ +HST \$ _____

Portable Bar \$ _____ +HST \$ _____

Sound System \$ _____ +HST \$ _____

Projector \$ _____ +HST \$ _____

Total \$ _____

Deposit (50%) - \$ _____ Cash Cheque Date: ____ / ____ / ____

Balance Due \$ _____ Balance Due must be paid 14 days prior to event

***Damage Deposit \$500** \$ _____ Cash Cheque Date: ____ / ____ / ____

***Damage Deposit – The Damage Deposit is charged by the Facility to ensure the rented items are returned in good condition. This deposit is refunded to the LESSEE after a satisfactory inspection of the Facility by the LESSOR.**

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RENTAL RULES & REGULATIONS

- 1. If Alcohol of any kind is to be Served or Consumed in the Hall, Ontario Laws and Regulations must be observed and a Permit must be obtained for the Event.
- 2. Third Party Liability and Party Alcohol Liability Insurance shall also be required in advance and these must be presented to the LESSOR at least 14 days in advance, for inspection.
 - o To obtain more information on permits visit our website www.kwmasonichall.com and select "Permits" section.
- 3. Absolutely no bottles outside.
- 4. Bar is to use Plastic Glasses/Cups. Bottles not allowed in the Hall.
- 5. Hall to be returned as received. All tables and chairs placed properly back into Storage Room as shown by LESSOR.
 - o A \$40 Fee deducted from Damage Deposit will be applied if not done properly.
- 6. Portable Bar, Kitchen to be left clean.
- 7. Hall floors to be "Dry Mopped" or swept. Absolutely no confetti or rice or other like material allowed to be thrown in the Hall. A sticky floor resulting from spills must be cleaned using "Wet Mop".
 - o A \$75 Fee deducted from Damage Deposit will be applied if floor is dirty and or sticky and a \$40/hr rate will be applied for cleaning staff.
- 8. Only Painter's tape allowed on Walls. No pins, nails, screws or other like materials.
- 9. Please recycle as much as possible.
- 10. Garbage bags for garbage bins to be replaced from inventory.
- 11. Garbage to be taken to Green Bin on the left in the parking lot. Recycle products are placed in the Green Bin on the right in the parking lot.
- 12. Cigarettes are to be placed in the Smoke stands provided outside parking lot door
 - o A \$30 fee deducted from Damage Deposit for excessive discarded cigarettes in the driveway or parking lot for cleanup.

Cheques payable to: K-W Masonic Temple Co.

Date of Agreement

Day _____ Month _____ Year _____

KW Masonic Temple Co. (LESSOR)

LESSEE