



KW Masonic Hall Rental Agreement

Lessee: _____
Address: _____

Phone: _____
Email : _____

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:

Alternate Contact

Name: _____ **Number:** _____

Event Details

Event Type: _____ **Duration:** _____
 (From - To)
Event Date: _____ **Attendance:** _____

Is Alcohol going to be SERVED at event?: _____

Is Alcohol going to be SOLD at event?: _____

- Hall & Kitchen
- Chairs & Tables
- Portable Bar
- Sound System
- Projector
- _____

Fees

Rental: _____ **HST:** _____
Sound: _____ **HST:** _____
Projector: _____ **HST:** _____
Other: _____ **HST:** _____
Subtotal: _____ **HST:** _____
Discount: _____
Total: _____

Total: _____
Deposit: _____
Paid By: _____
 (Cash or Cheque/EMT Details)
Balance Due: _____
Paid By: _____
 (Cash or Cheque/EMT Details)

Payments

Admin Use

Insurance:	SOP:	Smart Serve:
Security Deposit <input type="checkbox"/>	Amt:	Damages:
		Balance:

Notes:

Rental Contact: Omkaar Sharma | 519-573-2446 | omkaar@gungear.ca

Make cheques payable to: **K-W Masonic Temple Co.**

Send EMT to: **rentals@kwasonichall.com**

**This RENTAL AGREEMENT made between:
K-W Masonic Temple Co. (hereinafter referred to as “the LESSOR”)
And**

(Lessee/Renter hereinafter referred to as “the LESSEE”)

1. RENTAL

- 1.1. The LESSEE agrees to provide the LESSOR with the damage deposit, rental deposit and balance of rental payment in the form of cash, Electronic Money Transfer, Credit Card or (certified) cheque in accordance with the dates stated on page 1 of this agreement.
- 1.2. The LESSEE agrees to pay the LESSOR the cost of repairs to facility over and above that of the damage deposit, as stated on page 1 of this agreement, in case of excessive damage to the community league facility.
- 1.3. The LESSEE agrees to pay the LESSOR an additional rental rate of \$20.00 for every half hour of occupancy after the expiry of the rental period stated on page 1 of this agreement.
- 1.4. If the LESSEE fails to use the premises for the rental date referred to on page 1, the LESSOR may keep the rental deposit as liquidated damages unless the LESSEE has given the LESSOR at least 30 days’ notice that they will not be using the premises on that date or the LESSOR is able to re-rent the premises for that date.
- 1.5. 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 within 14 days of the rental date.

2. FACILITY CARE AND CONDITION

- 2.1. Absolutely no bottles outside.
- 2.2. Bar is to use Plastic Glasses/Cups. Bottles not allowed in the Hall.
- 2.3. Hall to be returned as received. All tables and chairs placed properly back into Storage Room as shown by LESSOR. **\$40** Fee deducted from Damage Deposit will be applied if not done properly.
- 2.4. Portable Bar and Kitchen to be cleaned and wiped down. Door of the bar are to be left open.
- 2.5. 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”. **\$75** Fee deducted from Damage Deposit will be applied if floor is dirty and or sticky and \$40/hr rate will be applied for cleaning staff.
- 2.6. Only Painter’s tape allowed on Walls. No pins, nails, screws or other like materials.
- 2.7. Garbage bags for garbage bins to be replaced from inventory.
- 2.8. 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. Please recycle as much as possible.
- 2.9. Cigarettes are to be placed in the Smoke stands provided outside parking lot door. **\$30** fee deducted from Damage Deposit for excessive discarded cigarettes in the driveway or parking lot for cleanup.

2.10. Use of Kitchen Facilities:

- 2.10.1. Please use stoves for warming food only – NO COOKING of grease-producing foods is allowed
- 2.10.2. Lessee is responsible for clean-up of the kitchen so that it is left in the same condition in which it was found. This includes:
- 2.10.3. Removal of all food and items which the client or client’s caterer brought in, Sweeping and mopping of kitchen floor, Removal of all garbage to outside waste container.
- 2.10.4. Wipe down of all kitchen surfaces, sinks, stoves, fridges and microwaves and countertop.

3. RENTER’S RESPONSIBILITY

- 3.1. The LESSEE agrees to ensure that the maximum total capacity of **200** for the premises for the purposes of the LESSEE’s use is not exceeded.
- 3.2. Setting up and arranging tables and chairs and providing all dishes, glasses, dispensers, utensils and FIREPROOF decorations.
- 3.3. Restrict use of the facility to the purpose stated on page 1 of this agreement (TYPE OF EVENT), and not permit the use of the facility for any other purpose without the prior, express, and written consent of the LESSOR, or the LESSOR’S representative.
- 3.4. Not to use the facility in any manner that will increase risks covered by insurance on the facility and result in an increase in the rate of insurance or a cancellation of any insurance policy.

4. LIABILITY AND INDEMNITY

- 4.1. Any disputes arising under this contract shall be adjudicated in the Lessor’s local jurisdiction
- 4.2. Lessee will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Lessor may incur as a consequence of the actions of Lessee or any of Lessee’s guests while Lessee is in control of the venue, and shall indemnify and hold harmless the Lessor against any and all legal actions which may arise from Lessee’s use of the venue.

5. INSURANCE

- 5.1. 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. To obtain more information on permits visit our website www.kwmasonichall.com and select “Permits” section
- 5.2. 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. LESSEE assumes full responsibility for the discipline of members and guests and others who may be in attendance and to see that orderly conduct is maintained both inside and in the immediate vicinity outside the facility.
- 5.3. The insurance policies shall be delivered to LESSOR on or before the date of the RENTAL as per page 1 of this agreement.
- 5.4. If the insurance policies are not delivered to the LESSOR, the LESSOR is authorized to cancel the event and the LESSOR will notify the LESSEE by phone and/or email per the information provided on page 1 of this agreement

By signing below, the LESSEE acknowledges having read the contents of this agreement.

Date of Agreement: _____

KW Masonic Temple Co. (LESSOR)

LESSEE