

RCN Curling Club

Rental Contract: Ice [] and/or Lounge []

Is this a member rental? Yes [] or No []

If member – Name of Member: _____
Membership Category: _____

Name:	Address:
Tel (H): () -	
Tel (other): () -	Postal Code:

Purpose of the Gathering: _____

Date requested: _____ Time of use: _____ -- _____

Number of persons anticipated: _____ Maximum hall capacity is 150 people.

A Security / Damage deposit which is fully refundable within 5 business days is required for all ice or lounge rentals including member rentals.

- If Ice Rental: # of Sheets required for time of use: _____

1) The Lounge is available after the ice rental at no charge to the renter if the purpose is just to enjoy casual conversation and enjoy some beverages purchased from the bar. Non alcoholic items which are proposed for this event – such as soft drinks, bottled water, coffee, chips etc. **MUST BE PURCHASED THRU THE BAR.** Renter's Initials: _____

2) If a more extensive use is intended such as for having meals and/or a party, then the Lounge rental terms and conditions will apply, some additional charges may be required, and Schedule "B" needs to be completed.

- If LOUNGE Rental and/or Special Use – complete Schedule "B"

Agreement:

The undersigned applicant has read, understood, initialed certain sections as required and agreed to all terms and conditions set out in Schedule "A" attached to the agreement and if applicable Schedule "B".

A Security/damage deposit (\$) or full payment to secure this agreement is included.

This contract is hereby accepted this _____ day of _____ 20__.

Applicant: _____

The total rental charge (refer to Schedule "C") is \$ _____

R.C.N. Curling Club: _____

Terms and Conditions

A. Overall Principles:

1. The Board of Directors of the R.C.N. Curling Club reserves the right to cancel this contract with at least 48 hours notice and to refund all advances made, without incurring any obligation on the part of the Board.
2. The Club Manager or Bar Tender shall be in charge at all times.
3. Rental groups shall be held responsible for any breakages or damages to the club property.
4. Rental groups shall be responsible for injury to third parties.
5. The renter must ensure that any caterer employed is appropriately insured.
6. The premises must be vacated at or before the indicated time but shall not be later than 2:00 a.m. on the following day.
7. The premises, including the kitchen facilities, must be left in an orderly and clean condition. If they are not, a charge of \$ 20.00 per hour for a cleaner, minimum 3 hours will be deducted from the security deposit refund.
8. The club will not be responsible for any lost, stolen, or damaged personal items either in the club or on its property.
9. No Smoking is permitted anywhere inside the building as per the City of Ottawa by-laws.
10. A security deposit is required, and will be refunded within 5 business days, minus any deductions as per these terms and conditions.
11. No alcoholic items may be brought in for raffles or door prizes.

Renter's initials: _____

B. Additional Lounge and Kitchen Terms and Conditions

1. Use of the kitchen facilities by the renter or a caterer hired by the renter for cooling, warming, and serving food. Full food preparations and cooking on the premises is not permitted.
2. Any dishes and cutlery used by the renter, the renter is required to clean them and put them back as found. *An additional charge may apply.*
3. Coffee urn will be provided on request. *An additional charge may apply.*
4. Access to the ice area is not permitted.

Renter's initials: _____

C. Additional Ice Terms and Conditions:

1. Alcoholic beverages are not permitted in the ice area.
2. Only clean curling shoes are permitted on the ice surface. Please do not wear sport shoes or any shoes/boots that have been worn outdoors
3. Brooms are provided for the use of the curlers and must be not be removed from the ice shed area and/or the club.
4. The ice shed emergency exit is for emergency purposes only and for no other purposes.

Renter's initials: _____

I hereby acknowledge that I have read, understand and accept all of the above conditions.

Renter's initials: _____

Lounge Rental / Special Use Details

a) Do you require time for decorations and/or table set-up? Yes [] No []
If yes, provide the following: From: _____ -- _____ and date _____.
If the club is not opened during period requested then a fee @ \$20/hour
(minimum of 3 hours) will apply. Maximum sitting for dinner is 80 people. Decorations
must be removed before leaving the premises or further charges (@ \$25/hr) will be assessed.

b) Does the number of guests exceed 65 persons present in the lounge at
one point in time? Yes [] No []. Any event planned for 65 guests or more
will require an additional bartender @ \$25.00/hr (minimum charge – 4 hours) *
*during the curling season, any event planned within normal club operating hours will be
assessed the additional bartender rate of \$25.00/hr.

Club Manager to decide if additional bar staff is required.

c) Are there any special requirements for wine / spirits for function?
Yes [] No [] If Yes – specify brand and quantity:

Note that the following License Requirements:

Rental groups are not entitled to supply any products, including liquor and beer, not purchased
through the Club Bar. An LCBO Special Occasion Permit may be obtained, by the individual (or
group) at their own expense, for those individuals wishing to supply wine for dinners. While
serving your wine, the Bar, by law, is required to close. The Club will assess a corking fee of
\$5.00/bottle.

d) Are there any special requirements for other non alcoholic items which
are proposed for this event – such as soft drinks, bottled water, coffee,
chips etc. ALL ITEMS MUST BE PURCHASED THRU THE BAR.
Yes [] No [] If yes, please specify:

e) Any other special requirements? Yes [] No [] If yes, please specify:

Note: non-compliance with B-D will result in forfeiting security / damage deposit

Renter's /Users initials: _____

RELEASE OF SECURITY / DAMAGE DEPOSIT

- Please complete all the questions below and obtain the signatures of each person.
- For any "YES" response additional details must be provided and a digital photo may also be required.
- A "Yes" response may result in either denial of full or partial refund.

Questions

1. Were all overall terms and conditions respected? **Yes** [] **No** []
2. Were all additional lounge and kitchen terms and conditions respected?
Yes [] **No** []
3. Were all additional ice terms and conditions respected? **Yes** [] **No** []
4. Were there any internal or external property damages? **Yes** [] **No** []
5. Were there any lounge items broken? **Yes** [] **No** []
6. Was there any damages to any walls, rugs, cabinets, lockers, wall pictures, stereo equipment, TVs., washroom items, coffee machine, telephones etc. **Yes** [] **No** []
7. Were there any damages to the ice area? **Yes** [] **No** []
8. Were there any broken items in the ice shed area? **Yes** [] **No** []

If yes to any of the above, please specify the details below or attached a separate page:

Signed by Ice Technician: _____

Signed by Bar Staff: _____

Signed by Manager: _____

Amount of refund and date refunded: \$

Date: