

**SAMPLE**



**Wilmar Heights Centre Rental Agreement: Encore Hall**

**Toronto Conference**

**SAT, Feb 4, 2017 10am-11pm**

The United Church of Canada  
65 Mayall Avenue, Downsview. ON M3L 1E7

**Total Charges: \$ 400.00**

**Chq no:**

**Approved: JR / KG Initial:**

**Date: Dec 30, 2016**

**Invoice Number: TC 02/04/2017 EH**

**We do not permit alcohol, helium balloons, fog /mist machines, table candles, confetti, sparkles or difficult cleanup items. All decorations must be approved by management. Please no Tape permitted.**

**Name of User: ~~Easter Bamesh~~ e-mail: ~~marlene@catelites.ca~~ on site cell: ~~647 288 7245~~**

**Time: 10 am Access set up and start time – 11pm..clean up put away and departure**

**Event Purpose: mini conference Approx # of attendees: 160**

**USE of the Av system: YES \_\_\_ NO \_\_\_ Rod will assist on the day of your event.**

**If YES please make arrangements with Jamie / Kim to test your laptop and music with the system 10 days before the event.**

Rod Murphy is your "set up /clean up and put away Coach".. his cell# 416-420-0096 Call him **5** days ahead with your on site cell number & planned set up requirements. On your event day call Rod Call **20 minutes ahead** for facility access.

Note: This rate is the "**Do it yourself rate**" and we are a "**Recycling Facility Centre**".

You are responsible for: table and chair set up and clean up and putting chairs and tables back in storage location, the collection of garbage and recycling and moving the bags to the bins. All water, pop, liquid plastic containers must be emptied prior to bagging. All food scraped into compost bins. All items must be flattened before bagging. We provide recycling, garbage bags, cleaning materials and containers for your use.

**Fire Code Capacity maximum is 160 people! .. (5' diameter tables) @ 10 people per table and server tables available. Parking available in the East Lot (40 spaces) and on the street.**

**NEW: At time of booking, you must provide Jamie or Kim with, cash, current dated cheque for space confirmation. (Invoice Confirmation Booking Receipt provided)**

**Current dated cheque Payable to:**

**Toronto Conference United Church of Canada** (Please include invoice number on payment)

**(\$50.00 cancellation fee applies for cancellations 30 days or more prior to the venue date)**

**(Sorry...no refunds for cancellations within 30 days of venue date)**

Space Usage Fee:	\$ 400.00	Centre Pieces # 0 units @\$ 05.00 /unit = \$
Security Deposit:	\$ 000.00	Table Baskets # 0 units @\$ 05.00 /unit = \$
Coffee urn	\$ 000.00	Chafer units # 0 units @\$ 10.00 /unit = \$
Juice dispenser # 0 units @\$ 10.00 /unit = \$ 000.00		

*By signing this agreement the applicant agrees with the terms and conditions of the Rental Agreement and is responsible for the costs associated with facility damages, plumbing damages, extra cleaning and lost or stolen items arising from the venue and all Fire Department charges for any false fire alarms originating from the venue space .*

Total charges

**\$400.00**

**Applicant Signature: \_\_\_\_\_**

*You are responsible for the safety and security of the guests and facility.*

**Have a good event**

**Jamie Ramesbottom / Kim Green**

*Property Managers*

963 Pharmacy Avenue Scarborough Ontario M1R 2G5 / 416-346-3910 Jamie/647-287-5390 Kim

**Email: 963pharmacy@gmail.com**