

The GYMC grants the User the right to use its premises according to the terms and conditions outlined in this agreement and any appendices or schedules attached.

1. **Rental Fee:** For the use of the premises on the dates and for the activities as described above, the amount of (\$ _____) will be paid in full 7 days in advance of the event/booking date. Deposit of 25% of total fee to be paid upon signing of the contract.
2. **Any booking cancelled or changed after the signing of this contract is subject to a cancellation fee of 25%.**
3. **Building Access:** The User will only occupy those rooms that are identified in this agreement during the period identified in this agreement. Use of any additional space or time will be billed accordingly. **A penalty charge (up to \$25/hr.) may be applicable as a result of non-compliance with this condition.**

The User will have access to the premises through the following:

- After-hours Staff/daytime will be available to help the User access the building and all required spaces.

4. **Additional Facilities:** The User has access to the following common areas, additional spaces, equipment and services of the GYMC in accordance with any rules and regulations set by the GYMC with respect to their use:
 - Kitchen (**cleaning charge of \$40/hr. will apply if required**)
 - Foyer
 - Storage Areas
 - Furnishings (please specify _____)
 - Piano (extra tuning \$ _____)

5. **Building/Site Maintenance & Garbage:**

- **The User will leave the premises in a clean and orderly state and return the room(s) and furniture to the manner in which they were found. Additional custodial charges (up to \$40/hr.) will be charged for non-compliance of this condition. ALL GARBAGE MUST BE SORTED. NO BLACK GARBAGE BAGS ALLOWED.**
- **The User is responsible for their own room set up and take down (tables, chairs etc.).**
- No materials (flyers, posters etc.) are to be taped to any wall.
- Any User anticipating more than 50 participants for his/her event must supply at least two (2) people to assist the GYMC's staff with building security and clean-up. **Additional security and custodial fees may be charged in the event that the User is unable to provide such support.**

6. **Food & Beverage**

- Prior permission must be obtained for the selling or distribution of food and beverages within the GYMC.
- The User must obtain his/her own liquor license and present a copy of such license to the office at least one week in advance of the event. A copy of the license must also be posted in plain view at the place where the alcohol is being served. **A \$300 damage deposit is required of any User serving alcoholic beverages.**

7. **Insurance**

- **Regular or Resident Users** are strongly advised to secure and maintain their own insurance for the contents on such terms that are agreeable to the GYMC, as well as liability coverage in the amount of \$2,000,000.00 with the GYMC named as a additional insured party. A certificate indicating such coverage should be submitted to the GYMC prior to use.
- **Casual Users** will be covered under the GYMC's insurance policy unless alcohol is served on the premises.

8. **After-hours staff:** The User will be required to pay at cost for After-hours Staff to be on site for any public event occurring at the GYMC outside regular building hours, unless other arrangements for building security have been made. **The User will be billed for any additional After-hours costs if he/she exceeds the pre-determined time, or if the event goes past 12 midnight.**

Renter's Initial _____

