

St. Catharines Rowing Alumni Association

(Mailing Address only) 295 Main Street, St. Catharines, ON L2N 4V9

Location of Hall is: Henley Island Drive, St. Catharines, ON (off Main Street) in Port Dalhousie

RENTAL AGREEMENT

BETWEEN *The St. Catharines Rowing Alumni Association*, hereinafter known as S.C.R.A.A. and

(_____) (_____)
Name Function

Hereinafter known as the *Lessee* in the matter of the rental of the S.C.R.A.A. Clubhouse and facilities on Henley Island

ON: _____ DATE: _____ / _____ / _____
(Day of the Week) Month Day Year

GENERAL TERMS:

- The hours of rental are from 9:00 am of the date above until 1:30 a.m. of the following day.
- This rental includes the S.C.R.A.A. Clubhouse and furniture, patio, lawn and parking area. (Seating Available: 16 round tables which seat 8 ea. as well as some rectangular tables.) Tablecloths, dishes, cutlery and glassware are not supplied.
- Caterer/Kitchen facilities are available at an extra fee of \$75.00.**
Barbecue use is available for an extra \$25.00 charge. Lessee must provide their own charcoal/briquettes.
No open fires or barbecues other than the barbecue pit provided will be allowed.
- The Rental Chairman will arrange to provide a key. The key is to be returned to the bartender upon their arrival. In the event of the loss of this specialized key by the lessee, the lessee must pay for new locks.

NOTE: The FULL rental fee must be paid to the Rental Chairman upon receiving a key to building. Failure to do so will make this contract null and void.

- Prior** to serving any alcoholic beverages in the clubhouse, the lessee shall:
 - Acquire a **Special Occasion Permit** from **The Alcohol and Gaming Commission of ON. This is done ON LINE ONLY. Visit their website: www.agco.ca** There is a video to assist you in the process. Once approved, please print and post at bar, with alcohol receipts during event) The LCBO stores no longer handle this process as of April 1, 2018.
 - Acquire **liquor liability insurance** from either (PALS) in the name of the Special Occasion Permit holder **or** contact your own Insurance Agent. Application available on request.
- It is the responsibility of the lessee to remove all bar stock and possessions when vacating the premises. No items may be left overnight. The S.C.R.A.A. will not assume responsibility for lost articles. The lessee shall remove all decorative material used that evening. Decorations must not damage the facilities in any way. Charges as we feel necessary will be deducted from the deposit if this is not followed. **Throwing of confetti is strictly prohibited. Please do not tape to painted walls or ceiling tiles. Open flames or flammable decorations are forbidden. Exits must not be blocked in any manner.**

We are wheelchair accessible and separate washroom facilities are available.

COMPLETE THIS SECTION: (PLEASE PRINT)

(_____) No. of People Attending	(_____) A.M./ P.M. Time Event Begins	(_____) P.M. Time BAR is to Open
Caterer on Site:		
Name: _____	Business Name: _____	
Address: _____	Phone: _____	
<i>Caterer on site is responsible for cleaning kitchen before leaving.</i>		

SUMMARY OF CHARGES:

- A) **A SECURITY DEPOSIT** of \$ 200.00 must be paid when rental is arranged to confirm your booking.
 For a Stag & Doe function a \$ 300.00 deposit is required.

Deposit will be forfeited in the event the rental is cancelled less than six weeks prior to the date of rental or at the discretion of the Rental Chairman and/or Executive. **Upon a clear inspection after your function, the deposit will be returned** to lessee by a mailed cheque, or carried to a future rental date upon your request. Future rental dates must be made with the Rental Chairman.
NOTE: Deposits may not be deducted from the full rental payment.

- B) **RENTAL FEES:** **Sunday to Thursday \$ 365.00 Plus H.S.T. \$47.45 = \$ 412.45**
 Friday or Saturday \$ 600.00 Plus H.S.T. \$78.00 = \$ 678.00

- C) **BAR FEES:** The Alumni will supply: Ice, plastic cups (beverage, beer and wine) and bar mix :
 (Coke, Diet Coke, Ginger Ale, Sprite, Cranberry, Soda and Tonic) * According to the following fee schedule:

0 - 50 people \$ 40.00 plus H.S.T.	50 -100 people \$ 80.00 plus H.S.T.
100 -150 people \$120.00 plus H.S.T.	150 -200 people \$240.00 plus H.S.T.
200 Plus - to be negotiated	* Orange juice, special mixes and limes and lemons must be supplied by the lessee

Note: Pop not consumed as bar mix must be paid for separately.

- D) **BARTENDERS** are arranged by the Alumni as follows and must be paid separately from the rental fees on the rental day.

120 People or less – 1 Bartender at \$15/hour (Minimum of \$60.00)	120 -167 (Maximum for the building) 2 Bartenders at \$15.00/hour each Minimum \$60.00 each for 4 hours
Above 200 people must be negotiated with The Rental Chairman.	Patio & Grounds maximum 760 people

NOTE: *Bartenders will be on the premises ½ hour before opening to set up and ½ hour after for closing. Drinks will not be served after 1:00 a.m. The building must be vacated and locked by 2:00 a.m., or sooner if desired by the lessee. The lessee will ensure that all people have vacated the premises by the 2:00 a.m. deadline. Underage and intoxicated guests will be refused alcoholic beverages. Any problems in this area will see the bar CLOSED immediately. Vehicles must not be left in upper hall parking lot overnight. This is for everyone’s protection.*

- E) In cases where no bartender is required, it will be necessary to arrange, in the same manner, for a custodian at \$15.00/hour or a \$60.00 minimum for 4 hours.

➤ **One copy of this agreement must be signed and returned with a deposit cheque (payable to The St. Catharines Rowing Alumni Association or S.C.R.A.A.) to Rental Chairman (address below) at time of booking. Keep one copy for your reference.**

FOR THE LESSEE: (PLEASE PRINT CLEARLY)

Name: _____

Address: _____ Apt/Unit: _____

City: _____ Postal Code: _____

Home Phone: _____

Cell Phone: _____

Business Phone: _____

Signature: _____

Dated: _____

Above must be completed for return of hall deposit by mailed cheque after function.

FOR THE S.C.R.A.A.: (Mail Rental Agreement and Deposit Cheque to:

Dan Little, Rental Chairman
146 Wall Road, RR3
Niagara-on-the-Lake, ON L0S 1J0

Home 905 468-7928 or Cell 905 704-9303
Fax 905 468-1003
Email: scraarentals@gmail.com

Our Website: www.stcraa.com

Alumni Use: Deposit Rec'd \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Cheque
Date Rec'd _____ # _____
Key Issued: # _____ Date Ret: _____
Caretaking: _____