

BURLOAK CANOE CLUB



• 160 van Koeverden St. • Oakville, Ontario • (905) 338-8287 •

RENTAL AGREEMENT

The agreement made on _____ between _____
(hereafter called the Client) and the Burloak Canoe Club.

The Burloak Canoe Club grants to the Client the right to use the following areas of the club on the dates of _____ from 12pm until 2am: the kitchen, the meeting room, the hall, and washrooms, including the outside deck, for a fee of \$600.00 plus a refundable security deposit of \$250. Sunday rentals are \$475.00 plus a refundable security deposit of \$250. All rental fees shall be paid to the Burloak Canoe Club 30 days before the date of the rental.

The Client agrees to the following terms and conditions of this rental agreement:

1. A security deposit of \$250 is required to cover cancellation (within 48 hours of the rental date), any damages and/or excessive cleaning required, or for additional rental charges (if the hall is used beyond the times specified on the contract, \$50 per hour will be charged for the extra use). The security deposit charge will be returned after the event, unless required because of cancellation, damage, cleaning charges or additional rental time. In the event of a cancellation a \$50 administration charge will be made.

Cleaning is to be done by the client within the hours of the contract. Cleaning duties include: put away furniture, sweep and/or mop the floor, sweep deck, put out garbage, clean kitchen, turn off lights, lock the building, and return the key to the lock box.

2. The Client will ensure the proper use of the equipment provided, including kitchen and washroom facilities. The club will normally provide 8 round tables, 6 six-foot rectangular tables, 2 four-foot rectangular tables, 90 chairs, a stove, a fridge, and a microwave. The client shall ensure that these items are put back into place, in good order, at the end of the rental.
3. The Client agrees to notify the club if alcohol will be served and ensure that the proper special occasion permit(s) have been obtained and that the conditions of the permit have been met (including proper supervision of the event and the restriction of service of alcohol to those under the legal age). The Client assumes all responsibility associated with the serving of alcohol and relieves the Burloak Canoe club of any possible liability resulting from their actions or those of their guests.
4. The Client will contract all additional services from approved suppliers and notify the club if such services are not available or another supplier would be preferred. The client will be held responsible for the actions of any suppliers used and will in no way form any obligation of the club with these suppliers.
5. In preparation for the event the Client will respect the decorating guidelines of the club and ensure that any special arrangements are made at the time of the rental agreement. Within the building the following are not permitted: helium balloons; use of tape, push-pins, staples, or

other devices on the walls; use of push-pins, staples, or other devices on the pillars. Tape is permitted on the pillars. Confetti is not to be used in or around the building.

6. Parking for daytime events is provided on the lot adjacent to the club. Evening parking is available in both lots. Note that this lot is shared with boaters from 16 Mile Creek and cannot be blocked in any way, and that there is a depression between the two lots. The Burloak Canoe Club assumes no responsibility for any damage to cars in the parking lot.
7. During the event a club volunteer may spot check the site to ensure normal use of the facilities and to enforce all terms and conditions of the contract. Note that this building is designated **non-smoking**. Smokers should be requested to step outside. Any cigarette remnants on the deck should be swept up.
8. After the event the Client will ensure that the hall will be left in the condition that it was found and ensure that all garbage is double-bagged and left in the designated area outside. Before leaving, the Client will turn off all lights including the washrooms and ensure that all doors and windows are firmly secured. The door key should be returned to the lock box.

In consideration of the use of the Burloak Canoe Club facility, the undersigned releases the Burloak Canoe Club, its staff, members, and volunteers from any kind of liability for damages or injuries resulting from negligence or fault on the part of the Burloak Canoe club, its staff, members, and volunteers.

Signed _____ between the Burloak Canoe Club and: _____

Signature of Client

Signature of authorized representative of the Burloak Canoe Club

Address of Client(s): _____

Client contact information

Home phone: _____ Work phone: _____

Cell phone: _____ Email address: _____

Burloak Canoe Club site address:
160 Water St.

Oakville, ON L6J 2Z6