



## L'Arche Homefires Rental Contract

This agreement is between \_\_\_\_\_ (Renter) and Wolfville L'Arche Homefires Society (L'Arche).

Check one of the following. The Renter is:

- A business
- Non-Profit
- Individual
- Core Member / L'Arche Employee

Check one of the following. The contract for rental of:

- Community Gathering Room (Main Hall) with Kitchen
- Community Gathering Room (Main Hall) without Kitchen
- Marta Twohey Room (Board Meeting Room)
- Wedding / Large Event Rental Package

Rental Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address

\_\_\_\_\_  
Postal Code \_\_\_\_\_

### **Period of Contract**

The Renter agrees to rent \_\_\_\_\_ for the following days / times:

Date: \_\_\_\_\_

Time Frame \_\_\_\_\_

Other Notes / details

### **Purpose**

The Renter will use the space for the following activity(ies):

## **Fee**

- In the case of rental of Community Gathering Room, kitchen and / or Marta Twohey Room the renter will pay the rental fee at the time of orientation to space usage.
- In the case of Wedding / Large Event Rental Package, the Renter will pay a Deposit of \$200 on booking and will pay the rental fee at the time of orientation to space usage.
- A damage deposit is required. This will be done in the form of holding a credit card (to be submitted prior to the event - number will be stored electronically). Damage will be assessed within 7 days of the event then the credit card number will be deleted. The renter is responsible for any damage done to the property during the event (beyond normal wear and tear).
- If cheques are returned NSF, the Renter will be required to immediately pay an administration fee of \$25.
- Additional fees may apply should the event run over time.

## **Cancellations**

- Cancellation fees are only changed in the case of the Event Rental package.
- If the Renter cancels up to two months in advance they will receive back 50% of deposit.
- If the Renter cancels less than two months they forfeit their deposit.

## **Renter Responsibilities**

- Renter agrees to adhere to the Rental Checklist requirements, to ensure that all equipment and property is left in it's proper place in clean condition and to complete the check list as required.
- Renter must report and pay for any equipment or property damage.
- Renter agrees to use the building solely for the purpose stated in this contract.
- Renter agrees to be present at the function and assume responsibility for the conduct of all guests.
- Renter agrees that children and adolescents will be supervised always.
- Renter must comply with the federal, provincial legislation and if selling food or serving alcohol must obtain the appropriate permits. Copies of such permits are to be given to L'Arche two weeks in advance of the function. Failure to do so may result in the event being canceled at the renter's expense.
- Renters are responsible for maintaining the security and closure of the building.
- The Renter is responsible for ensuring that occupancy limits are respected.
- Renters are expected to return the fob to L'Arche within 48 hours of the function.

## **L'Arche Responsibilities**

- L'Arche will go through the set up and tear down check lists in detail with the renter prior to the event.
- L'Arche agrees that the building and its furnishings will be clean and equipment will be fully operational.
- L'Arche agrees to take the time to ensure that the Renter has all questions about the building answered.

## **Insurance / Liability**

- To the extent permitted by law, the Renter shall indemnify and hold harmless L'Arche and their respective officers, directors, and employees, from and against all fines, suits, damages, losses and actions (including legal fees), arising out of, or relating to, all acts, failures, omissions and negligence of the Renter's use of the L'Arche building, This indemnification shall apply both to claims of third parties and to claims of any guest of the Renter.
- If alcohol is served the Renter will have their own event insurance (\$2 million liability with "party alcohol liability"). A copy of this insurance must be provided to L'Arche two weeks prior to the event.
- In no event shall either party to this agreement be liable for any incidental, indirect, punitive, special or consequential damages for any claim arising out of agreement, regardless of the cause of action and even if a party has been advised of the possibility of such damages.

## **Checklist of Requirements**

- Two weeks prior to the event the Renter is to submit the following forms to L'Arche: -  
a) Checklist Requirements; b) Special Occasion Alcohol Permit (if required); c) Event Insurance (if required). These items may be dropped off at 341 Main St. Wolfville. If drop off is not possible they can be scanned and sent to [admin@larchehomefires.org](mailto:admin@larchehomefires.org).

## **Termination**

L'Arche reserves the right to terminate this Rental Contract at any time if the Renter is in default under this Rental Contract.

Renter (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Renter (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date of Agreement \_\_\_\_\_





## **Credit Card Information**

\*This form will be shredded upon completion of your rental.

Card Number:

Expiry:

Name on Card:

Signature: