



Korean Canadian Cultural Association of Metropolitan Toronto

1133 Leslie Street, North York, Ontario M3C 2J6 | 416-383-0777 | admin@kccatoronto.ca | www.kccatoronto.ca

Single Use Rental Agreement

Table with fields: Name of the Event, Date of the Function, Rental Period (Open/Close), Main Contact (Name/Contact, E-Mail/Address)

Facility Rental Fee

Table with columns: Facility (Auditorium, Conference Room, Multipurpose Room, Portable Microphone, Total Sound System), Mon-Thu, Fri-Sun, Overtime

*Additional \$500 SEPARATE CHEQUE for security deposit must be PAID IN PERSON at the KCCA office. Security deposit is FULLY REFUNDED upon the fulfillment of agreement.

*Overtime for the Total Sound System is included in the Auditorium overtime fee.

* Anyone wishing to rent the table clothes will be charged \$15/piece for cleaning (20 pieces available).

Terms and Conditions

"Applicant" means a person in charge of the event who has full legal responsibilities

"KCCA" means the lender of all the facilities listed above, Korean Canadian Cultural Association

- 1. NON-REFUNDABLE 25% deposit fee of the total event cost is required. This payment reserves your booking.
2. Full payment (remaining balance) is due 2 WEEKS PRIOR to the event date.
3. No HST is applied to the prices listed above. The prices listed above are subject to change.
4. Any damage or loss occurred during the rental must be repaired, replaced and compensated to the satisfaction of KCCA.
5. If the sound system is needed, the applicant must consult with KCCA prior to the event.
6. A license or a permit is required if the event involves drinking or serving of alcohol. Licensed security guard(s) must also be present for events involving alcohol and if there are more than 100 participants for the event (Maximum 300 people).
7. The rental period includes the time required to set up and clean up. The rental space must be clean and restored to its original state by the end of the rental period. Additional cleaning time will be charged as HOURLY OVERTIME payment.
8. DO NOT USE A NAIL. If you need to hang banner, use the masking tape only.

Payment

Table with columns: Total, Request, Deposit, Security Deposit, Refund Date, Balance, Tablecloth Cleaning Fee

Applicant

By signing this form, the applicant agrees to all Terms and Conditions stated above

KCCA: _____ Applicant Signature: _____ Date: _____