



토론토 한인회

Korean Canadian Cultural Association of Metropolitan Toronto

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Single Use Rental Agreement

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

Facility Rental Fee

Table with 4 columns: Facility Name, Mon-Thu, Fri-Sun, Overtime. Rows include Auditorium, Conference Room, Multipurpose Room, Portable Microphone, Portable Projector, and Total Sound system.

* Additional deposit of \$300 for cleaning and time observance is required. It will be fully returned upon the fulfillment of the agreement. Only CASH is accepted.

* Anyone wishing to rent the total sound system must also hire the KCCA technician.

* Anyone wishing to rent the table clothes will be charged \$30 for cleaning.

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. The space will ONLY be reserved when the deposit is made. The deposit is 25% of the total amount of the fees charged for the event. The deposit is NON-REFUNDABLE.
2. The full payment (remaining balance) is due 2 WEEKS prior to the date of the event.
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 renter wants to drink or serve alcohol during the event.
7. Licensed security guard(s) must be presented if there are more than 500 participants in the event or serving alcohol during the event.
8. 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.

Payment

Table with 5 columns: Item, Amount, Description, Amount, Description. Rows include Total, Deposit, and Balance.

Applicant

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

Signature: _____ Date: _____