



DUNROBIN COMMUNITY ASSOCIATION

1151 THOMAS DOLAN PARKWAY  
OTTAWA, KOA 1T0

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## Rental Agreement between DCA and ( ) for ( )

### Terms:

1. Any damages to the hall or property will be the responsibility of the renter.
2. Facility must be left clean including floor washed as required. A cleaning deposit (\$50 for residents and \$75 for non residents) is required at the time of key exchange and rental payment. If applicable, it is the responsibility of the renter to pick-up the deposit after a minimum of two weeks post rental. Failure to do so after a month will be considered a donation to the Dunrobin Community Association.
3. All garbage cans inside and out that were used during the event must have bags removed and placed in the closed storage bin next to the shed. New bags to be put in the containers.
4. DCA hall is non-smoking per City of Ottawa by-laws.
5. The renter agrees not to hold DCA, its members or directors, liable for any accident or occurrence that may result in injury during the event for which the facility is being rented.
6. Fire regulations stipulate that candles may not be lit in the facility. The only exception is for birthday cakes.
7. Fire alarm is NOT monitored. If the smoke detector goes off or there is a fire, please exit the building and **CALL 911**.
8. Nothing may be affixed to the walls (tape, staples, nails) without DCA's express permission in writing.
9. All entrances must be kept clear and with free access at all times, per fire regulations.
10. Kitchen and all dishes must be left clean, with everything returned to its proper place. Any food (coffee, drinks) that is in the fridge and cupboards are the property of DCA and are not to be consumed without prior written permission.
11. Access arrangements must be made by the renter with a DCA member to be let into the building at an agreed upon time. Keys may be given to the renter at the sole discretion of the DCA, along with an alarm code. Should key access be granted, the renter agrees to return the keys immediately upon leaving the facility. Lost keys will be charged \$50 for

replacement.

12. The Dunrobin Community Centre is equipped with an armed alarm system. Renter will be given instructions and a code that is for one-time use only, and is not to be shared with any other party. Renter is responsible for arming the system upon leaving.
13. DCA will not be responsible for any possessions left behind after the rental of the facility
14. Renter is responsible for setting up of tables and chairs, and the return to proper storage location after event is completed.
15. Hall capacity is 60 people.
16. Rental of tents is granted ONLY to those who have experience with setup. If setup assistance is required, an additional fee of \$50 will be applied. Any damage to tents will be the full responsibility of the renter.
17. Rental fees are due at time of booking. Agreed upon rate is noted below. Cheques should be made out to DCA and mailed to 1151 Thomas Dolan Parkway, Dunrobin, K0A 1T0.

***Renter***

***DCA***

Name:

Name:

Signature:

Signature:

Date:

Date:

Phone:

Email:

Description of event:

Number of expected attendees:

Agreed upon Rental Rate: \$( ) per hour for ( ) hours = \$( )

Items being used:

**Hall** \_\_\_\_  
Ice Rink \_\_\_\_  
Baseball Diamond \_\_\_\_  
Soccer Field \_\_\_\_  
Kitchen \_\_\_\_

Large tent \_\_\_\_  
Small tent \_\_\_\_  
Tables \_\_\_\_  
Chairs \_\_\_\_  
TV/Stereo \_\_\_\_

Date of reservation:

Access time:

Comments: