

# GLENWOOD COMMUNITY CENTRE

*servicing the community since 1948*

27 Overton Street, Winnipeg, MB R2M 2X8

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www.glenwoodcommunitycentre.ca



ID: \_\_\_\_\_

Receipt #: \_\_\_\_\_

**Glenwood Community Centre**, hereinafter referred to as the **Lessor**, agrees to rent the facilities at 27 Overton Street, Winnipeg, Manitoba,

TO:

Name: \_\_\_\_\_

Address including Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Nos: \_\_\_\_\_  
(Home) (Cell) (Other)

Hereinafter referred to as the **Lessee**, on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Start Time) (End Time)

for the purpose of \_\_\_\_\_, for the fee of \$1,850.00 (includes all taxes).

In return, for the aforementioned fee the Lessor agrees to provide the following:

1. 3 Bartenders and Security Guards provided for the event
2. Liquor Dispensers
3. Ice
4. Air Conditioning (as required)
5. Pepsi products
6. Beer cups (9 oz cups)
7. Chairs for no more than 347 guests
8. Use of kitchen facilities
9. Pitchers for water
10. Access to the hall facility for decorating and DJ setup, to be done between the hours of **3:00 pm** and **7:00 pm**, on the same day of the evening's rental (except for Friday events access to the Murdoch Room for silent auction set up will be from **3:30 pm** to **7:00 pm**). There will be **ABSOLUTELY NO** consumption of alcohol during this time frame
11. Kitchen and bar area is available from **9:00 am** to **5:00 pm** that day
12. Club Soda
13. Tonic Water
14. Clamato Juice

15. Orange Juice
16. Cranberry Juice
17. Coffee, cups, cream, sugar, stir sticks
18. Tabasco Sauce, Worcestershire Sauce
19. Lemons and limes.

The Lessor assumes no responsibility for articles lost or stolen from the premises, or from physical injuries as a result of incidents that occur during the event. Drunkenness or disorderly conduct is not tolerated and those acting in a disruptive or abusive manner will be asked to leave. Should they not comply, they will be removed from the premises by security or law enforcement. There will be no refunds considered for this or any incidents involving guest conduct.

The Lessee, upon agreement, will be obliged to the following:

1. Obtain a liquor permit with 2 permittees' names on the permit
2. Permit holders responsible for ensuring minors are checked for identification at the door and provided with a form of identifier as such (i.e. wrist band/stamp)
3. Permit holders to reinforce that guests are not to bring liquor outside of the hall
4. Obey the rules and regulations as set out by the M.L.C.C. and Glenwood Community Centre
5. Accept responsibility for the conduct and action of guests attending, including payment of any damages to the Community Centre and/or its contents by said guests
6. Ensure that all liquor and all prizes (i.e. from silent auction) are removed immediately following the function
7. Ensure that all liquor on premises is accounted for on the liquor permit
8. Ensure the number does not exceed the **MAXIMUM ATTENDANCE OF 347 GUESTS**
9. The premises will be subject to inspection by GWCC board members, MLCC and the police at any time
10. After the official closing, will clean up, stack all chairs (in 10's), place all garbage in the BFI bin and clear and wash tables
11. Ensure the kitchen facilities are cleaned prior to departure
12. Ensure that clean up is all completed and everyone is out by or before 2:00 am. A charge of \$100.00 per half hour will be deducted from the \$250.00 rental/damage deposit if this is not complied with
13. Only permit holders are authorized in bar area
14. Ensure that no confetti is used on the premises or clean up fee will be deducted from damage deposit.

The Lessee further agrees to pay to Glenwood Community Centre the fee(s) as defined by the following fee schedule:

1. Agreed rate of rental: \$1,850.00
2. Total payable: \$1,850.00 to be paid in the form of cash or certified cheque by the afternoon of the event.

Rental/Damage Deposit Terms:

Rental/Damage Deposit of \$250.00 at the time of signing, to be cashed by the Lessor according to the terms set out herein.

The Lessee agrees to pay the Lessor a rental/damage deposit as stated above, which is to be held by the Lessor for approximately 14 business days after the rental date at which time the said refund will be returned to the Lessee in full or a portion thereof, as determined by the Lessor upon inspection of the facilities the next day after the event. In the event of cancellation, the rental/damage deposit is non-refundable.

Cheque Handling Policies:

The Lessor, at their discretion, will accept a certified cheque or cash for rental/damage deposit only upon presentation of proper identification. Any cheques which are found to be NSF and/or returned to the Lessor for any reason, shall be subject to a \$30.00 charge, in direct correspondence with those charged by the Lessor’s financial institution. Total payable on the night of the event must be paid in full by certified cheque or cash. **NO EXCEPTIONS** will be made.

The Youth Room (Game Room) and canteen will be closed at the time of the social function.

Special Instructions for Lessee:

- Bring your own mustard, butter, napkins, paper plates, serving trays, etc.
- Bring your own cash box
- Bring your own stamp or wrist bands

Glenwood Community Centre reserves the right to cancel this contract at any time. If it is deemed necessary to cancel this contract, Glenwood Community Centre will refund the full deposit by registered mail.

The Lessee, by virtue of signing below, acknowledges that they have read, understood and agree to comply with the terms and conditions set out herein.

\_\_\_\_\_  
Lessee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Glenwood Community Centre Representative

\_\_\_\_\_  
Date