



# RENTAL AGREEMENT FORM

## Part A: Renter's Information

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First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt. Num.: \_\_\_\_\_

City: \_\_\_\_\_ Province: ON Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

## Part B: Hall Rental \*Prices are listed on the reverse side of this form

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Date of rental: \_\_\_\_\_  Hall A  Hall B  
yyyy/mm/dd

Hours of use: From: \_\_\_\_\_ (am / pm) To: \_\_\_\_\_ (am / pm)

Kitchen use for cooking:  Yes  No

Deposit amount: \$ \_\_\_\_\_ Date received: \_\_\_\_\_ Date refunded: \_\_\_\_\_

\*\*Please Note: Deposit is refundable after the event if the cleaning is adequate and properly done

## Part C: Rental of Chairs and Tables

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Date of rental: \_\_\_\_\_ Return Date: \_\_\_\_\_

No. of chairs: \_\_\_\_\_ No. of tables: \_\_\_\_\_ Total cost: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_  
yyyy/mm/dd

## Part D: Payment

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Total amount owing: \$ \_\_\_\_\_  Cash  Cheque  Debit Receipt #: \_\_\_\_\_

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**With the signing of the Rental Agreement, the Renter accepts the grounds/buildings as they exist and agrees to restore the premises to the same condition in which they existed prior to the event.**

Renter's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

ICC-Authorized Signature: \_\_\_\_\_ Person responsible for the event: \_\_\_\_\_

## Hall/Room

Description	Rental	Quantity
Hall A	\$400.00/per event	Includes Kitchen, Cleaning & Security
Hall B	\$600.00/per event	Includes Kitchen Cleaning & Security
Kitchen for cooking	\$100.00/per event	Keep it clean

## Additional Items

Description	Rental	Quantity	Comments
Chairs - Folding	Free		
Coffee/Tea Percolator (60 cups)	Free		
Tables Round (60")	Free		
PA System with One Microphone	Free		
Podium	Free		
Tablecloth – Blue for Serving Table	\$5.00/each		
Tablecloth – Maroon	\$5.00/each		
Napkins (Maroon)	\$1.00/each		