

St. Catharines Rowing Alumni Association

(Mailing Address only) 295 Main Street, St. Catharines, ON L2N 4V9

Location of Hall is: Henley Island Drive, St. Catharines, ON (off Main Street) in Port Dalhousie

AGREEMENT

BETWEEN *The St. Catharines Rowing Alumni Association*, hereinafter known as
S.C.R.A.A. and

() ()
Name (Function: i.e. (Wedding, Reception, Anniversary, etc.)

Hereinafter known as the *Lessee* in the matter of the rental of the S.C.R.A.A. Clubhouse and facilities on Henley Island

ON: _____ / _____ / 20____
(Day of the Week) DATE: Month Day Year



"FOR THE
BETTERMENT
OF ROWING"

GENERAL TERMS:

1. The hours of rental are from 9:00 am of the date above until 1:30 a.m. of the following day.
2. This rental includes the S.C.R.A.A. Clubhouse and furniture, patio, lawn and parking area. (Seating Available: 16 round tables which seat 8 ea. , as well as some rectangular tables.)
3. **Caterer/Kitchen facilities are available at an extra fee of \$75.00.** Barbecue use is available for an **extra \$25.00 charge.** No open fires or barbecues other than the barbecue pit provided will be allowed.
4. The lessee will pick up the key from the Rental Chairman. This is to be returned to the bartender by closing time. In the event of the loss of this specialized key by the lessee, the lessee must pay for new locks.
5. **Prior** to serving any alcoholic beverages in the clubhouse, the lessee shall:
 - a) Acquire a **Special Occasion Permit** from **The Alcohol and Gaming Commission of Ontario** (obtained at any L.C.B.O. Outlet - Approx. 2-3 weeks processing time required and **post at bar** for event)
 - b) Acquire **liquor liability insurance** from either (PALS) in the name of the Special Occasion Permit holder **or** contact your own Insurance Agent. Application available on request.
6. It is the responsibility of the lessee to remove all bar stock and possessions when vacating the premises. No items may be left overnight. The S.C.R.A.A. will not assume responsibility for lost articles. The lessee shall remove all decorative material used that evening. Decorations must not damage the facilities in any way. Charges as we feel necessary will be deducted from the deposit if this is not followed. **Throwing of confetti is strictly prohibited. Please do not tape to painted walls or ceiling tiles. Open flames or flammable decorations are forbidden. Exits must not be blocked in any manner.**

We are wheelchair accessible and separate washroom facilities are available.

COMPLETE THIS SECTION: (PLEASE PRINT)

() No. of People Attending	() A.M./P.M. Time Event Begins	() P.M. Time BAR is to Open
Caterer on Site:		
Name: _____	Business Name: _____	
Address: _____	Phone: _____	
Caterer on site is responsible for cleaning kitchen before leaving.		

SUMMARY OF CHARGES:

A) **A security deposit of \$200.00 must be paid to the Rental Chairman when rental is arranged to confirm your booking.** Deposit will be forfeited in the event the rental is cancelled less than six weeks prior to the date of rental or at the discretion of the Rental Chairman and/or Executive. The deposit, less possible charges, will be returned, or carried to a future rental date upon your request. Future rental dates must be made with the Rental Chairman.

NOTE: Deposits may not be deducted from the rental payment.

B) **The rental fee:** Sunday to Thursday \$ 365.00 Plus H.S.T. \$47.45 = \$ 412.45
 Friday or Saturday \$ 495.00 Plus H.S.T. \$64.35 = \$ 559.36

NOTE: The rental fee must be paid to the Rental Chairman upon receiving keys to building.
 Failure to do so will make this contract null and void.

C) **BAR:** The Alumni will supply ice, plastic cups (beverage and wine) and bar mix according to the following schedule:

0- 50 people \$ 40.00 plus H.S.T.	50-100 people \$80.00 plus H.S.T.
100-150 people \$120.00 plus H.S.T.	150-200 people \$240.00 plus H.S.T.
200 Plus - to be negotiated	Orange juice, special mixes and limes and lemons must be supplied by the lessee

Note: Pop not consumed as bar mix must be paid for separately at the bar.

D) **BARTENDER(s)** are arranged by the Rental Chairman as follows and must be paid separately from the rental fees, on the rental day.

120 People or less - 1 Bartender at \$15.00/hour (Minimum of \$60.00)	120-167 (Maximum for the building) 2 Bartenders at \$15.00/hour each Minimum \$60.00 each for 4 hours
Above 200 people must be negotiated with the Rental Chairman.	Patio & Grounds maximum 760 people

NOTE: Bartender(s) will be on the premises ½ hour before opening to set up and ½ hour after for closing. They must **collect the final rental payment, their fee and the rental key from the lessee.** Drinks will not be served after 1:00 a.m. The building must be vacated and locked by 2:00 a.m., or sooner if desired by the lessee. The lessee will ensure that all people have vacated the premises by the 2:00 a.m. deadline. Underage and intoxicated guests will be refused alcoholic beverages. Any problems in this area will see the bar CLOSED immediately. Vehicles must not be left in upper hall parking lot overnight. This is for everyone's protection.

E) In cases where no bartender is required, it will be necessary to arrange, in the same manner, for a custodian at \$15.00/hour or a \$60.00 minimum for 4 hours.

➤ **One copy of this agreement must be signed and returned with a deposit cheque (payable to The St. Catharines Rowing Alumni Association or S.C.R.A.A.) to (address below) at time of booking. Keep one copy for your reference.**

FOR THE LESSEE: (PLEASE PRINT)

Name: _____
 Address: _____ Apt/Unit: _____
 City: _____ Postal Code: _____
 Home Phone: _____
 Cell Phone: _____
 Business Phone: _____
 Signature: _____
 Dated: _____

Above must be completed for return of hall deposit by mail.

FOR THE S.C.R.A.A.:
Dan Little, Rental Chairman
146 Wall Road, RR3
Niagara-on-the-Lake, ON L0S 1J0

Email: scraarentals@gmail.com

Home 905 468-7928 or Cell 905 704-9303
Business 905 468-3841 Fax 905 468-1003

Website: St.CatharinesRowingClub.org >Tab (About US)

Alumni Use:	Deposit Rec'd	\$ _____
	Date Rec'd	_____
	Caretaking:	_____