

TERMS AND CONDITIONS OF RENTAL

A deposit of 50% of the estimated rental amount may be requested to confirm booking. Balance is to be paid by e-transfer to treasurer@uufo.org or by cheque at or before the event. In the event of cancellation, the deposit is non-refundable. **If a cheque is returned NSF, the event may be cancelled if payment is not made immediately, and a \$25 fee will apply.**

The Renting Party is responsible for any damage to the Fellowship's premises or contents related to this rental. If damage occurs, the Renting Party will be charged for any repair or replacement costs. The entire building is a non-smoking area.

There is **NO SMOKING** within 30 metres of the building.

The Unitarian Universalist Fellowship of Ottawa and its Insurers assume no liability for any loss or accident in or on the Fellowship's property, sustained by the Renting Party or those attending the Renting Party's event. **We require an insurance certificate showing that the renting party has the liability insurance needed (\$2,000,000) and that the Unitarian Universalist Fellowship of Ottawa is named as the location of your event.**

If the Renting Party is using the kitchen, the Party is responsible for returning the kitchen materials to their proper clean state. If there is damage or loss, the Renting Party should promptly alert the UUFO office. All catering materials (linens, dishes, etc.) must be removed from premises **immediately after the event.**

If alcohol is to be served at the event, a Special Occasion Permit must be obtained from the Liquor Control Board of Ontario. This is the responsibility of the Renting Party. The Renting Party agrees to enforce all the Province of Ontario regulations concerning consumption of alcohol. **The liquor licence must be provided during the week prior to the event.**

If the Renting Party wishes to use the Fellowship's sound system for the event, the Renting Party must hire a trained Sound Technician from the Fellowship's list of approved personnel. The Fellowship will assist the Renting Party in making these arrangements. **The charge for a Sound Technician is \$20 per hour.**

All events require the services of a UUFO Event Manager. Rental fees include the expense of an Event Manager, hired for the event. The UUFO Event Manager controls and monitors access to the building for the duration of the rental, to ensure security protocols are followed; monitors that renters are treating the UUFO space and amenities with respect; and offers support and guidance to renters regarding set up and clean up supplies. Renters are responsible for setup and clean up. **Extra charges may be incurred if the renting party requests support from the Event Manager beyond their expected duties.**

In the event that the actual number of hours for the event exceeds the estimated amount by 20 minutes or longer, the Renting Party agrees to pay additional charges.

I have read and agreed to these terms and conditions.

Signature of Renter _____ Date _____

Print Name _____