

TERMS AND CONDITIONS OF RENTAL

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. 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 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.**

Single use dishes and cutlery are prohibited. Dishes and cutlery are provided with use of the kitchen. 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 the premises immediately after the event.

The Renting Party is responsible for all set up and clean up. The Unitarian Universalist Fellowship of Ottawa does not provide janitorial support. The room is provided "as is" with access to available furniture. Rental Party must book time sufficient to allow set up and clean up, and is responsible for returning the room to its previous state at the end of the event.

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 time by 20 minutes or longer, the Renting Party agrees to pay additional charges.

The Renting Party and all event attendees are granted access only to the rooms specified in the rental contract, as well as washrooms. The Renting Party is responsible for ensuring that no event attendee attempts to gain access to other areas of the building.

Access to the Fellowship Sound System is limited. The Rental Party may request use of the sound system for amplification or playing music, but access to sound technology is granted at the discretion of the Fellowship and may require the services of a UUFO Sound Technician for an additional \$20 per hour.

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. Any additional charges incurred beyond the estimate rental fee will be invoiced following the event.

I have read and agreed to these terms and conditions.

Signature of Renter _____ Date _____

Print Name _____