



Constance and Buckham's Bay Community  
Association Room Rental Request

THIS AGREEMENT made between Constance & Buckham's Bay Community Association (CBBCA)

AND

Name(s): \_\_\_\_\_ (Hereinafter referred to as "Lessee")

### Event Details

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Number of attendees: \_\_\_\_\_

Do you hold a current CBBCA Membership?  Yes  No

Description of the event: (e.g. birthday party, wedding reception, meeting etc.):

\_\_\_\_\_

Rental date(s) \_\_\_\_\_ Hours of use: \_\_\_\_\_ to \_\_\_\_\_

Rental date(s) \_\_\_\_\_ Hours of use: \_\_\_\_\_ to \_\_\_\_\_

Rental date(s) \_\_\_\_\_ Hours of use: \_\_\_\_\_ to \_\_\_\_\_

### Event Needs

Bar required:  Yes  No Bar hours requested: \_\_\_\_\_ to \_\_\_\_\_.

Upstairs commercial kitchen use required:  Yes  No

Space requested:

Main hall (upstairs) - (Capacity limit: 202)

Multipurpose Room (downstairs) - (Capacity limit: 103)

Studio - (Capacity limit: 32)

Will you be doing the set-up and the Tear down:  Yes  No

Please note the set-up and tear down fee is as follows:

- \$100 Chair and Table Set-up; and
- \$200 Chair and Table Tear-down and clean-up.



## Constance and Buckham's Bay Community Association Room Rental Request

The Lessee hereby covenants and agrees:

1. To pay the fees and charges as set out in this agreement, or as communicated by follow-up messages from the CBBCA.
2. To the cancellation policy set-out in Appendix A of this agreement.
3. To complete the check-list at the end of the rental, as set-out in Appendix D of this agreement (unless renter has paid \$200 for the Chair and Table Tear-down and clean-up).
4. To comply with all the Terms, Conditions and Regulations set forth in this form.
5. To accept legal and financial responsibility for all damages, which may occur as a result of the Lessee's use of the facilities.
6. To purchase event/activity insurance through the City of Ottawa or to sign a waiver indicating this option was offered but rejected.
7. Adhere to applicable rules and regulations, policies and procedures of the City of Ottawa Municipal Alcohol Policy and the Liquor Licence Act of Ontario as it relates to the Alcohol and Gaming Commission of Ontario Special Occasion Permit (SOP) regulations.
8. Adhere to applicable rules and regulations, policies and procedures of all City of Ottawa By-laws, including but not limited to By-laws that prohibit smoking, the Noise By-law, Signage By-law, and Parks and Facilities By-law.
9. To follow all provincial health guidelines to prevent the spread of communicable diseases and the Lessee acknowledges that insurance purchased through the association excludes claims arising from communicable diseases.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signature of Lessee \_\_\_\_\_.

### Rates

Rental rates and insurance rates vary, the rates are dependent on the event/activity, how many participants, etc. Rates will be calculated by the CBBCA.

- Funds will be payable by **e - transfer to [payments@cbbca.ca](mailto:payments@cbbca.ca)** with the **password: 'Rent'**. Funds must be received by the CBBCA no later than three (3) weeks prior to the date of event.
- A cheque of \$100 must be presented on the date of event (or prior to event), for the CBBCA to hold for damage, cleaning or stolen items; the cheque will be destroyed upon confirmation that there was no damage, items stolen or cleaning that had to be completed.
- Non-sufficient funds (NSF), or insufficient funds cheques will be subject to a \$25.00 penalty.
- Having signed this document and submitted payments, the Lessee(s) will receive confirmation of the rental booking.

### Insurance Requirements

- If your event is considered medium or high risk you must send confirmation of insurance to the CBBCA, see Appendix C for a list of Medium and High risk event/activity.
- The CBBCA may be able to arrange for a Lessee to purchase insurance through the City Third Party Insurance program, depending on the type of event.
- view Appendix B to confirm if you are able to waive insurance, if you wish to waive insurance you must sign the "Insurance Waiver" in Appendix C, or the similar waiver at the end of the CBBCA Facility Rental Agreement.



Constance and Buckham's Bay Community  
Association Room Rental Request

**Appendix A – Cancellation Policy**

**Cancellation Policy:**

**1. Notice Period:**

- A minimum of 14 days' notice is required for cancellation of any room reservation at the community center.

**2. Cancellation Charges:**

- If the cancellation is made within the 14 days' notice period, a cancellation fee of 100% of the total rental fee will be charged.

**3. Refund Policy:**

- Cancellations made outside the 14 days' notice period are eligible for a full refund of the rental fee.
- Refunds will be processed within 60 business days after the cancellation request is approved.

**4. Emergency Situations:**

- In the case of unforeseen circumstances or emergencies, the community center reserves the right to consider exceptions to the cancellation policy on a case-by-case basis.

**5. Change of Date or Rescheduling:**

- Clients may request a one-time change of date or rescheduling of the reservation without incurring a cancellation fee, subject to availability.

**6. Cancellation Procedure:**

- Cancellation requests must be submitted in writing to the Bookings Director directly or [rental@cbbca.ca](mailto:rental@cbbca.ca) or [info@cbbca.ca](mailto:info@cbbca.ca) at the community center.
- The cancellation date is considered the date on which the written request is received and acknowledged by the community center.

**7. No-Show Policy:**

- Failure to notify the community center of a cancellation will result in the forfeiture of the full rental fee.

**8. Force Majeure:**

- The community center shall not be held responsible for any failure or delay in performing its obligations under the agreement due to circumstances beyond its control, such as natural disasters, strikes, or government regulations.

By signing below, the renter acknowledges and agrees to abide by the terms and conditions of this cancellation policy as part of the community center room rental agreement.

[Signature] \_\_\_\_\_ [Date] \_\_\_\_\_

[Printed Name] \_\_\_\_\_



Constance and Buckham's Bay Community  
Association Room Rental Request

**Appendix B – Insurance waived by Lesse**

**Insurance Disclaimer**

Please note the following events/activities are considered Low Risk, meaning that you are able to waive insurance, though we still recommend getting insurance for your activity/event.

The following activities without alcohol and for up to 100 participants: meetings and workshops for arts, crafts, bridge, religious services, speakers, meditation, workshops/classroom instruction (i.e., computers, language, painting), badminton, bocce ball, bowling, choir practice, curling, dance practice/lessons, drama rehearsals/lessons, gardening, horseshoes, music lessons, photography classes, shuffleboard, tennis, table tennis, Tai Chi.

I \_\_\_\_\_ (full name) have been offered insurance and have elected not to purchase insurance for my use of the Constance of Buckham's Bay Community Centre.

I \_\_\_\_\_ (full name) confirm that I have read and understand Appendix C and confirm that my event/activity held at Constance of Buckham's Bay Community Centre is not considered medium or high-risk.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Date of event: \_\_\_\_\_



## Constance and Buckham's Bay Community Association Room Rental Request

### **Appendix C – Medium and High Risk Activities and Events**

#### **Medium Risk Activities/Events that require insurance to be purchases are as follows:**

The following activities without alcohol and for up to 300 participants:

Anniversaries, art shows and exhibits, auctions, banquet, bazaars, adult birthday parties, dance parties, dinners, exhibits, family celebrations to include; christenings, showers, stags, weddings, fashion shows, festival/concert, garage sale for local neighbourhood ONLY at municipal facility, graduation, photoshoots, picnics, theatre performances, music and dance recitals/ performances, retirement, dance and talent shows, reunions, ball/roller/floor hockey, baseball, basketball, broomball, children's play groups, cricket, dodge ball, fencing, field hockey, figure skating, fitness classes, handball, lacrosse (non-contact, pick up), martial arts (non-contact), racquetball, soccer, softball, slo-pitch, squash, ringette, t-ball, touch/flag football (non-contact), track & field, ultimate frisbee, volleyball (including beach), yoga, non-contact minor pick-up Hockey (one-off use only like parent-organized pick up game, not league practice or game).

#### **High Risk Activities/Events that require insurance to be purchases are as follows:**

All activities with alcohol, alpine skiing, bouncy castles, boxing, bubble soccer, climbing walls, contact hockey, contact martial arts, cycling, dunk tanks, fireworks, gymnastics, horse related, kickboxing, lacrosse (unless non-contact pickup), minor hockey (18 & under, unless non-contact pickup), rugby, skateboarding/skateboard parks, snowboarding, tackle football, activities or events that involve hazardous tools, materials, products and/or equipment, activities or events that involve a competitive level of activity.



## Constance and Buckham's Bay Community Association Room Rental Request

### **Appendix D – Check List:**

Before leaving the premise I will ensure to:

- Sweep floors.
- Mop sticky/muddy spots.
- Empty all trash bins and throw out trash in the parking lot dumpster.
- Replace trash bags.
- Wipe down tables and chairs.
- Put away tables, chairs and any other items used.
- Take down and dispose of any decorations or signage.
- Ensure no tape or adhesive is left on walls or floors.
- Return furniture to its original layout if rearranged.
- Turn off and properly store any audio-visual equipment used.
- Ensure all windows are securely closed and locked.
- Turn out the lights
- Ensure all windows and doors are securely closed and locked.

The main hall is locked when the door fob is red. Green room door to main hall locks when closed, greenroom door to the lobby needs to be manually locked.

The Multipurpose room swipe card door locks when the door closes, however the main doors need to be locked with the side bolts.

This checklist must be thoroughly followed to maintain the cleanliness and integrity of the community center. Please note if the checklist is not followed and the space is left in a mess, or with stolen or broken items we will be forced to use your deposit.

Report any issues to [INFO@CBBCA.CA](mailto:INFO@CBBCA.CA)