



Event Space Rental Agreement and Contract

Planning, Policies, and Regulations

Date Of Event	If event is multiple days List dates:
Event Name	Arrival Time
Event Start Time	Event End Time
Purpose of Event	Amount of People at Event

Renter Information

Organization Name	Indigenous Organization	Yes	No
Type of Organization	Government	Non-Profit	Private
	Other		
Primary Contact Person	Company Address		
Phone Number	Email		



Desired Room Type

Upon submitting your booking form for your event, a \$300 deposit is required and is payable by credit card. This must be paid in order to hold the date you requested.

Must only use space that is chosen below:

Rooms	Description	Capacity	Cost
Talking Room	<p>Our Talking Room is set up in a board room style (setup can't be changed) and is suitable for;</p> <ul style="list-style-type: none">• Small workshops• Meetings• Strategic Planning Meetings	20	<p>\$550 Full day 4 - 8 hours</p> <p>\$475 Half day Under 4 hours</p> <p>Over 8 hours is an additional charge of \$50 per hour</p>
Auditorium	<p>A high-rise spacious room, with large windows letting in natural light. This room is suitable for;</p> <ul style="list-style-type: none">• Conferences• Meetings & Workshops• Symposiums• Trainings	120	<p>\$600 Full day 4 - 8 hours</p> <p>\$525 Half day Under 4 hours</p> <p>Over 8 hours is an additional charge of \$50 per hour</p>
Break Room	<p>A small room perfect for small discussions, break room and workshops.</p>	20	<p>\$475 Full day 4 - 8 hours</p> <p>\$375 Half day Under 4 hours</p> <p>Over 8 hours is an additional charge of \$50 per hour</p>
Elder's Room	<p>A small cozy room with two sofas and a chair to provide an intimate place for discussion, interviews & meetings.</p>	6	<p>\$300 Full day 4 - 8 hours</p> <p>\$175 Half day Under 4 hours</p> <p>Over 8 hours is an additional charge of \$50 per hour</p>

Equipment/Service Rental

Should you require it, the NCCT has a full inventory of equipment and services for you to rent. Please check off anything that your event requires.

Item	Cost	Check off if desired	
Projector	\$30.00		
Screen	\$50.00		
Flip Chart/Easels Markers not included	\$15.00 each	Quantity - Max 4	Amount
Extension Cord	\$10.00 each	Quantity - Max 2	Amount
Tablecloths	\$25.00		
Coat Rack Hangers included	\$10.00		
Wi-Fi	\$70.00		
Hard-line Internet connection	\$100.00	Auditorium Only	
Conference Phone & Line	\$100.00	Talking Room Only	
Laptop	\$30.00		
Floor Podium	\$20.00		
Amplified Podium	\$60.00		
Audio Package: 1 Microphone, 2 wireless Mics, 2 speakers, Amplifier, mixer Sound set-up included	\$175.00		
Fire Pit: Please note all rentals of the fire pit must be approved by the Executive Director and you must provide your own firewood & Fire keeper.	\$75.00		

Event Information and Set-Up

Deposit Payment

A \$300 deposit is required and is payable only by credit card.

Credit Card	Visa	Mastercard
Card # _____		
Expiry _____	CSC Code _____	
Name _____		

Final Payment

Final payment is required after the event. Invoices will accrue interest at a rate of 4% per month.
If paying by cheque, please make payable to: Native Canadian Centre of Toronto.

Cheque	Cash	Credit Card
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Do you require Security?	Yes	No	<i>Events occurring outside of normal NCCT operating hours require security at the additional charge of \$35 per hour.</i>
Catering	Yes	No	<i>If not, a landmark fee will be charged for outside caterers</i>
Set-Up/Tear Down	Yes	No	<i>If yes, please note there is a separate charge of \$100 for this service, clean-up is included. If no, you are responsible for own set-up/tear down and clean-up. Additional charges may apply depending on group size if these services are required on the day of.</i>

Layout for Auditorium or Breakout room

U-Shape
21 people max
Rectangle tables only

Circle of Chairs

Please attach a diagram with the Rental Agreement or speak with our rental department.

Theatre Style
Best for over
60 people

Banquet
Best for over
60 people

Chevron Style

Other
send diagram

Conditions and Responsibilities of Renters

Please read the material below to ensure all parties understand the requirements of providing for everyone's safety and keeping the Native Canadian Centre of Toronto a well maintained and safe location for future use.

Rental Fee

All total balance must be made payable to the Native Canadian Centre of Toronto on the day your event.

A \$300 down payment by credit card, along with the signed agreement, are required to reserve the date and space.

Final payment may be made by cash, cheque or major credit card. No terms are implied or granted and no work will commence until full payment is received.

Catering, Equipment and Room Requests not submitted at least 4 business days before event will be charged an additional 20% late charge.

Landmark fee will be charged for outside caterers, anywhere from \$200-\$500 depending on group size.

Renter will be held responsible for all damaged and any missing equipment.

All outstanding invoices will accrue interest at a rate of 4% per month.

Liability

Renter agrees to indemnify, defend, and hold the Native Canadian Centre of Toronto, board of directors, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter and its employees.

In the event the Native Canadian Centre of Toronto, board of directors, employees, and agents, are required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay the Native Canadian Centre of Toronto, board of directors, employees, and agents, all reasonable attorney fees, court fees, and costs of suit incurred by the Native Canadian Centre of Toronto, including all collection expenses and interest due.

Site Decoration

The Native Canadian Centre of Toronto strives to make every event here a special and welcoming experience. Therefore every effort will be made to allow the Renter to prepare decorations reflecting their creative requirements. We ask that only the staff of the Native Canadian Centre of Toronto rearrange and move any artwork or permanent fixtures. No nails, screws, staples or penetrating items should be used on our walls or fine wood. Any tape or gummed backing materials must be properly removed and any wall damage occurrences will be added to the invoice. No glitter or foil (non-paper) confetti are allowed on site.

Conduct

There is absolutely no drug use, smoking or alcohol consumption of any kind tolerated on premises. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of the Native Canadian Centre of Toronto staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made.

Noise

Renter acknowledges that the premises are located in the same building as the offices of the Native Canadian Centre of Toronto and therefore agrees to control the noise level at the event such that it not disturb neighbouring occupants. In the event that renter's event creates a disturbance due to high noise volume, renter shall immediately reduce the volume. If repeated disturbances are created, at the Native Canadian Centre of Toronto's discretion, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded to renter.

Lost and Found

The Native Canadian Centre of Toronto take no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 60 days. Every attempt will be made to return any recovered item to its rightful owner.

Cancellation

More than **31** days prior to event: Down payment will be refunded.

From **30** days prior to event: Down payment will not be refunded.

From 5 business days prior to the event, your entire invoice amount will be owed.

Acknowledged, Agreed and Authorized by Primary Contract/Renter:

Name

Date