



Facility Rental Agreement

Title of Event				
Event Date(s)		Start		End
Business/ Organization				
Billing Address				
Type of Organization	<input type="checkbox"/> Profit/Business <input type="checkbox"/> NPO/Charity # _____		Article / Letter Patent document: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Person	Name			
	Tel		Email	

Rental Space			
Space	Mon-Thu	Fri-Sun	Overtime
Auditorium	<input type="checkbox"/> \$700 /4h <input type="checkbox"/> \$1,200 /8h	<input type="checkbox"/> \$1,150 /4h <input type="checkbox"/> \$1,650 /8h	<input type="checkbox"/> \$150 /h (h)
Recreation Hall	<input type="checkbox"/> \$450 /4h <input type="checkbox"/> \$800 /8h	<input type="checkbox"/> \$650 /4h <input type="checkbox"/> \$1,000 /8h	<input type="checkbox"/> \$100 /h (h)
Multipurpose Room	<input type="checkbox"/> 101 <input type="checkbox"/> 103 <input type="checkbox"/> 200 <input type="checkbox"/> 204 <input type="checkbox"/> \$175 /4h <input type="checkbox"/> \$350 /8h		<input type="checkbox"/> \$50 /h (h)
After Midnight	Usage between 12 am to 8 am: until _____ am		<input type="checkbox"/> \$250 /h (h)
Other Services			
In-House Sound Technician	<input type="checkbox"/> \$600 (4h) – additional hours (h)	Mic & Projector Set-up Only	<input type="checkbox"/> \$150
Table Covers	<input type="checkbox"/> \$15 / piece (cleaning fee)	Piano	<input type="checkbox"/> \$100
Additional Notes			

Payment Information (Office Use Only)				
Rental Space	<input type="checkbox"/> 20% discount on Rental Space	Total Rental Space	Total Services	Total Agreement Amount
\$	\$	\$	\$	\$
Booking Deposit (non-refundable)	\$	Security Deposit (refundable)	<input type="checkbox"/> \$500 <input type="checkbox"/> \$1,000	
Remaining Balance (due 14 days before the event date)			\$	

By signing this form, the Client agrees to all **Rental Terms and Conditions**.

Client's Signature

Date

Rental Terms & Conditions

“Client” means the person/organization responsible for Facility Rentals.

“KCCA” means the venue operator/staff of the Korean Canadian Cultural Association of Metropolitan Toronto.

1. Rental spaces are defined as:

- a) Auditorium (stage and shared lobby space included)
- b) Recreation Hall (located at the back end of the 2nd Floor)
- c) Multipurpose Room(s) 101, 103, 200 and 204

2. The base cost of rental spaces:

Rental Space	Mon-Thu	Fri-Sun	Overtime Rate
Auditorium	4 hours - \$700 8 hours - \$1,200	4 hours - \$1,150 8 hours - \$1,650	\$150 / h
Recreation Hall	4 hours - \$450 8 hours - \$800	4 hours - \$650 8 hours - \$1,000	\$100 / h
Multipurpose Rooms (101, 103, 200, 204)	4 hours - \$175 8 hours - \$350		\$ 50 / h
	Additional hours past midnight (12 am and 8 am)		\$250 / h
<ul style="list-style-type: none"> • Standard Rental Times: Weekdays (Mon - Fri) 5 pm to 10 pm and Weekends (Sat - Sun) 8 am to 10 pm. • Includes free parking as space allows. • Weekday daytime rentals are available upon consult with KCCA management on availability, but parking spaces may be limited. 			

20% Discount is available for Registered not-for-profits and Charities on rentals 8 hours or longer. For the application of this discount, the client must present KCCA with an Article of Incorporation and/or Letters Patent. Consult with KCCA management on a quote for your rental needs.

3. Additional rental hours can be booked at overtime rates up to two additional hours not surpassing midnight (12 am). Additional hours between 12 am and 8 am are available at the discretion of KCCA management and subject to billing at \$250 / hour.

4. Rental space and additional hours include the following: shared lobby area, tables, and chairs (required number should be notified in advance), and 1 event assistant.

5. All set-up and teardown times are included in your rental duration. Access to any rental space commences at the start of your rental time. Your rental fee does not include set-up and teardown services.

6. Rental availability on statutory holidays is solely at the discretion of KCCA management and may involve extra charges to compensate for staff pay premiums, etc.

7. Any use of the rental space after the event closure by yourself, collaborating organizers and your guests will result in additional hours being billed to your account.

8. Holds can be placed on dates/times up to 6 months in advance.

9. A non-refundable 25% deposit and a refundable security deposit are both required to confirm hold on your booking. The two deposits are required 2 months prior to your event date. If booking within two months of your event, deposits are required at the time of booking.

10. A Refundable Security Deposit Amount is \$500 (\$1,000 for events with alcohol - consuming/serving/selling)

11. The remaining balance of your rental is due 14 days prior to your event date.



12. Cancellation of your event more than 14 days prior to the event date will permit a return of 50% of your total agreement amount. Cancellation within 14 days will result in the full amount of your agreement amount being non-refundable (exception of the refundable security deposit).

13. HST is not applicable to your rental fee until further notice.

14. A surcharge applies to cover the cost of audio technicians. The need for an additional audio technician is at the discretion of the KCCA management.

Technician	Auditorium & Recreation Hall	Client to provide
Mic & Projector Set-up and Takedown only	\$150	Laptop with HDMI port (to connect the projector)
In-house Audio Technician & System	4 hours - \$600 Extra fee may be applied for additional hours	In-house computer available or can bring own laptop with HDMI port
Video & Lighting Technician	Not available	
<ul style="list-style-type: none"> In-house audio technician must be scheduled in advance. Access to the KCCA projection booth, associated areas and use of the equipment is restricted to KCCA staff only and at the sole discretion of the KCCA management. Additional equipment can be brought in as a cross-rental at the discretion and expense of the client. 		

15. The client must abide by all government policies regarding health & safety.

16. Clients are responsible for providing their own staff and volunteers:
- any required Workplace Safety and Insurance Board (WSIB) coverage
 - training in the current AODA standards if applicable
 - KCCA staff and volunteers are covered under its own coverage.

17. Event material can be shipped to KCCA directly, if necessary, but any costs incurred from couriers are payable by the client. Any charges indirectly billed to KCCA will be billed back to the rental client.

18. The client agrees to abide by the room capacity & fire code regulations: the entrance vestibules, hallways and doorways must remain clear and unobstructed by guests or by furniture and the room must not exceed listed number of people listed below.

Rental Space	Type of Use	Capacity
Auditorium	Standing Only	800
	Non-fixed Chairs	500
	Non-fixed Chairs & Tables	350
Recreation Hall	Standing Only	200
	Non-fixed Chairs	150
	Non-fixed Chairs & Tables	100
Multipurpose Rooms (103, 200)	Standing Only	50
	Non-Fixed Chairs	40
	Non-fixed Chairs & Tables	30
Multipurpose Rooms (101, 204)	Standing Only	30
	Non-Fixed Chairs	20
	Non-fixed Chairs & Tables	10

19. Client is responsible for set-up and teardown of event-related items. To best ensure your desired layout, please consult with KCCA management in the planning stages for your event.

- Placement and suitability of staging items (musical instruments, panel tables/chairs, props) are permitted.
- Placement of event signage and décor are permitted. Only use low tack tape.
- Use of nails, thumb tacks, confetti/poppers are **not** permitted.
- Smoke makers may be used with limitations. Must maintain full visibility of the hall during the event.



- e) Food and drink are **not** permitted on stage or anywhere near audio/sound equipment (bottled water with lid is acceptable).

The client is responsible for leaving KCCA in the same state of cleanliness as when their event commenced. Any excessive residue, décor, food, and drinks and/or garbage left behind will be billed as an additional caretaking charge of \$200.

20. Receptions are permitted in the rental space. Please note the following guidelines:

- a) Any presence of alcohol by the client, collaborating organizations, vendors, or attendees must be fully disclosed to KCCA management prior to the event date or as soon as detected onsite.
- b) It is the expectation that any space at KCCA is left reasonably tidy following a reception – i.e. available garbage and recycling receptacles are used. Any damages to the facility will be billed back to the rental client.
- c) Any caterer may be used, but the use of the kitchen space is entirely at the discretion of KCCA management.
- d) Smart Serve Ontario certificate and/or Special Event Permit is recommended if alcohol is served during the event. KCCA also recommends licensed security guard(s) for the safety of attendees, the client and KCCA staff and members.

21. Merchandise sales are permitted (not including weaponry and illegal substances).

22. Storage space is not available to the client and KCCA is not responsible for any loss or damage to such property left on premises by the client and collaborating organizations. It is recommended that all rental clients carry \$2,000,000.00 liability insurance. KCCA's insurance policy is not responsible for any property or items brought in by clients.

23. The Korean Canadian Cultural Association maintains a policy of comprehensive general liability insurance against bodily injury (including death) to any person and/or loss or damage to their property because of the negligent actions of any person for whom the organization is responsible in law, including the condition of its premises under the Occupier's Liability Act. An accident report must be filled out in case of a mishap and is available from KCCA's event assistant.

24. The KCCA cannot guarantee an uninterrupted supply of electricity, water, heat, air conditioning or other utilities but will be diligent in restoring any interrupted utility.

25. Any physical damage to KCCA rental spaces and amenities during a rental event is the responsibility of the client and will result in billing at full replacement or repair cost.

26. KCCA provides professional equipment and technicians, however, are not responsible for damage to digital or print material brought in by the client due to routine wear, flawed material, equipment failure or accidents.

27. KCCA has no role as a censor, it is expected that the client will abide by all Canadian laws including human rights and other codes regarding event content.

28. It is expected that the client will follow Canadian copyright law for all music and visual screenings. It is the sole responsibility of the client to pay any copyright fees, royalty fees or other associated screening fees for the use and public projection of copyrighted materials.

29. If KCCA is unable to provide the committed services by reason of an act of government authority, fire, flood, or other action of the elements, strike, civil unrest, or any other cause beyond our reasonable control, this agreement shall be suspended until such time as it can be recommenced at the sole discretion of the Korean Canadian Cultural Association.

30. Korean Canadian Cultural Association reserve the right to cancel any event that is deemed to potentially expose the organization to punitive action or other damages.