



Single Use Facility Rental Agreement				
Business/ Organization				
Official Billing Address				
Type of Organization	<input type="checkbox"/> Profit/Not Registered <input type="checkbox"/> Registered NPO/Charity # _____			
Contact Person	Name			
	Tel		Email	
Event Date(s)		Start Time		End Time
Event Title				
Rental Space				
Space	Mon-Thu Rates	Fri-Sun Rates		Overtime Rates
Auditorium	<input type="checkbox"/> \$760/4h <input type="checkbox"/> \$1,300/8h	<input type="checkbox"/> \$1,250/4h	<input type="checkbox"/> \$1,850/8h	<input type="checkbox"/> \$150/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
Multipurpose Rooms	<input type="checkbox"/> 101 <input type="checkbox"/> 103 <input type="checkbox"/> 200 <input type="checkbox"/> 204			<input type="checkbox"/> \$50/h
	<input type="checkbox"/> \$175/4h <input type="checkbox"/> \$350/8h			
Usage After Midnight	Between 12 am to 8 am			<input type="checkbox"/> \$250/h
Additional Services				
Sound Technician	<input type="checkbox"/> Quotation available at request	Mic & Projector Set-up Only	<input type="checkbox"/> \$200	
Table Covers	<input type="checkbox"/> \$15/piece (cleaning fee)	Piano Use	<input type="checkbox"/> \$100	
Additional Notes				
Payment Information (Office Use Only)				
Rental Space	<input type="checkbox"/> 20% Discount	Total Space Amount	Additional Services	Total Agreement Amount
\$	\$	\$	\$	\$
Booking Deposit (non-refundable)	\$	Security Deposit (refundable)	<input type="checkbox"/> \$500 <input type="checkbox"/> \$1,000	

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

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date Updated January 2, 2025



**Rental Terms & Conditions**

“Client” means the person/organization signing this contract for Facility Rentals.

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

1. Rental Spaces are defined as:

- a) Auditorium (Main Floor)
- b) Recreation Hall (2<sup>nd</sup> Floor, end of the hall)
- c) Multipurpose Rooms 101, 103, 200 and 204

2. Base Rate of Rental Spaces:

Rental Space	Monday - Thursday	Friday - Sunday	Overtime Rate
A. Auditorium	4 hours - \$760 8 hours - \$1,300	4 hours - \$1,250 8 hours - \$1,850	\$150/h
B. Recreation Hall	4 hours - \$450 8 hours - \$800	4 hours - \$650 8 hours - \$1,000	\$100/h
C. Multipurpose Rooms (101, 103, 200, 204)	4 hours - \$175 8 hours - \$350	Room 103 is included with Auditorium Rentals	\$ 50/h
Applies to All Spaces	Additional Rate past midnight (12 am and 8 am)		\$250/h
<ul style="list-style-type: none"> <li>• All rates are HST (13%) applicable.</li> <li>• Standard Rental Time: Weekdays (Mon - Fri) 5 to 10 pm and Weekends (Sat - Sun) 8 am to 10 pm.</li> <li>• Outdoor parking available as spaces allow (front &amp; back of the building).</li> <li>• Weekday rentals (8 am to 5 pm) may be available upon request at the sole discretion of KCCA (parking spaces may be limited).</li> </ul>			

**20% Discount is available for Registered Not-for-Profits and Charities if booking the Auditorium & Recreation Hall (applies to rental spaces only). This discount is not applicable to multipurpose room rentals.** For the application of this discount, the Client must provide KCCA with an Incorporation/Business Number of the Organization listed on the application form.

3. **For Booking:** A non-refundable 25% booking deposit and a refundable security deposit are required to confirm booking. The two deposits are required at least 2 months prior to Client’s event date and the remaining balance of the rental amount is due at least 14 days before the event date. If booking occurs within two months of the event date, the full rental amount and the security deposit is due immediately to confirm booking.

4. Holds can be placed up to 6 months in advance.

5. Rental availability on statutory holidays are available at the sole discretion of KCCA and may involve extra charges to compensate for staff pay premiums, etc.

6. Additional rental hours can be extended at the overtime rates noted above. The availability of additional hours surpassing midnight is at the sole discretion of KCCA and if permitted the Client is subject to pay overtime rates at \$250/hour.

7. The Refundable Security Deposit Amount is \$500 (or \$1,000 with alcohol - consuming/serving/selling)

8. **Cancellation Policy:** If cancelled with at least 30 days notice before the event date, the Client will receive a refund minus the 25% booking deposit. If cancelled between 14-29 days notice before the event date, the Client will only receive 50% of the total amount paid. There will be no refunds for cancellations with less than 14 days notice. Having said that, the security deposit will be refundable with all cancellations.

9. Space Rentals include the following:

- Auditorium includes: 20 round tables, 30 rectangular tables, 350 chairs, standard stage lighting, standard house lights, shared lobby area, room 103 and a management staff
- Recreation Hall includes: 20 rectangular tables, 50 chairs, standard house lights, and a management staff
- Multipurpose Rooms include: 5 rectangular tables, 20 chairs, and a management staff
- Inclusive items are subject to change

10. Set-up and teardown times are inclusive of the Client’s rental duration. Client’s access to the rental space commences at the start time listed on the rental application. The rental fee does not include set-up and teardown services.

11. Additional Services

Technician	Auditorium & Recreation Hall	Client to Bring
Mic & Projector Set-up and Takedown only	\$200	Laptop with HDMI port (to connect the projector)
Sound Technician	Quotation available at request	Laptop with HDMI port (to connect the projector)
Lighting	Standard stage and house lights available (no technician available)	
<ul style="list-style-type: none"> <li>• Sound technician must be scheduled 2-3 months in advance</li> <li>• The sound room is accessible by KCCA staff and authorized sound technicians only</li> <li>• Client can bring own Audio/Visual equipment and technicians at their own expense</li> </ul>		

12. The Client must abide by all government policies regulated by the City of Toronto, Province of Ontario, Government of Canada, its ministries and departments.

13. Clients are responsible for providing their own staff and volunteers:

- required Workplace Safety and Insurance Board (WSIB) coverage
- training in the current AODA standards if applicable

14. The client agrees to abide by the fire regulations set by the Toronto Fire Department: the entrance vestibules, hallways and doorways must remain clear and unobstructed, and the spaces must not exceed the total capacity listed below.

Rental Space	Type of Use	Capacity
Auditorium	Standing Only	600
	Non-fixed Chairs Only	500
	Non-fixed Chairs & Tables	350
Recreation Hall	Standing Only	200
	Non-fixed Chairs Only	150
	Non-fixed Chairs & Tables	100
Multipurpose Rooms (103, 200)	Standing Only	30
	Non-Fixed Chairs Only	25
	Non-fixed Chairs & Tables	20
Multipurpose Rooms (101, 204)	Standing Only	20
	Non-Fixed Chairs Only	15
	Non-fixed Chairs & Tables	10

15. The Client is responsible for set-up and teardown of event-related items. To best ensure your desired layout, please consult with KCCA 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 or Velcro on walls and clothes pins on curtains.

- c) Use of nails, thumb tacks, confetti/poppers are **not** permitted.
  - d) 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).
  - f) Client must fold and stow away all tables in designated areas, and all chairs need to be stacked in single rows (7-8 chairs per stack) at the back wall or the side wall by the entrance.
  - g) The client is responsible for leaving KCCA in the same state of cleanliness as when their event commenced. Any excessive residue, décor, food, drinks and/or garbage left behind will be billed as an additional caretaking charge of \$200.
16. 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 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.
  - c) KCCA's kitchen space is limited to preparations and storing goods only during the event.
  - d) Smart Serve Ontario and a Special Event Permit is required if alcohol is served during the event. KCCA also recommends licensed security guard(s) for the safety of attendees, the Client, KCCA staff and other facility users.
  - e) It is recommended that all Clients carry event insurance with minimum liability of \$2,000,000.00 and add KCCA as the additional insured. KCCA is not responsible for bodily injuries/death, property damage or loss caused by the Client or affiliated attendees during Client's event.
17. Merchandise sales are permitted (excluding weaponry and illegal substances).
18. Storage space is not available to the Client and KCCA is not responsible for any loss or damage to property left on premises by the Client and/or affiliated attendees.
19. 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.
20. The KCCA cannot guarantee an uninterrupted supply of electricity, water, heat, air conditioning or other utilities due to unforeseen circumstances, but will be diligent in restoring interrupted utility in ways possible.
21. Any physical damage to KCCA rental spaces and amenities during a rental event is the responsibility of the Client and will result in billing for full replacement or repairment.
22. 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.
23. 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.
24. 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.
25. 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.
26. Korean Canadian Cultural Association reserve the right to cancel any event that is deemed to potentially expose the organization to punitive action or other reputable or physical damages.